Canon

FAX-B840/B820/B822

USER'S GUIDE

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Table of Contents

Model Name
• H12414 (FAX-B820/B822/B840)

Using this guide

This guide provides detailed information on how to set up, operate, maintain, and troubleshoot your fax.

Please read the list below to become familiar with the symbols, terms, and abbreviations used in this guide.

⚠️ **Cautions tell you how to avoid actions that could injure you or damage your fax. In order to use your fax safely, always observe these cautions.**

📝 Notes provide advice on using your fax more effectively, describe operating restrictions, and tell you how to avoid minor difficulties. Reading these is recommended to make the most of your fax and its functions.

(see p. xx)	Indicates a page number that you can refer to for more information on the topic of the previous sentence or paragraph.
default	A setting that remains in effect unless you change it.
document	The original sheet(s) of paper you send, receive, or copy with your fax.
menu	A list of settings from which you select an item to set up or change. A menu has a title which appears on the LCD.
◀ and ▶ buttons	Used to select an item in a menu. Press ▶ to select the next item, and press ◀ to select the previous item.
transaction number	When you send or receive a document, your fax automatically assigns the document a unique transaction number. A transaction number is a four-digit number that will help you keep track of documents you send and receive.
TX/RX NO.	TX/RX NO. is the abbreviation used for "transaction number."
TX	Denotes Transmission.
RX	Denotes Reception.
`TRANSMITTING OK`	LCD display. The contents of the LCD display may vary depending on the current settings.

In addition, this guide uses brackets to identify the buttons you press when performing different functions: [Stop].

📝 This guide contains information for three Canon models. Please note that the illustrations of the fax in this guide may differ from your model. Instructions for specific models are labelled with the fax names.

Customer support

Your fax is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the fax's operation, try to solve it by using the information in Chapter 9. If you cannot solve the problem or if you think your fax needs servicing, contact your local authorised Canon dealer or the Canon help line.

1 SETTING UP

Unpacking

As you unpack your fax, save the carton and packing material in case you want to move or ship the fax in the future. Carefully remove all items from the box.
• It is best to have someone hold the box while you lift the fax and its protective packaging out of the carton.

Make sure you have the following items:

Main unit	Handset	Multi-purpose tray	BX-3 Black BJ cartridge
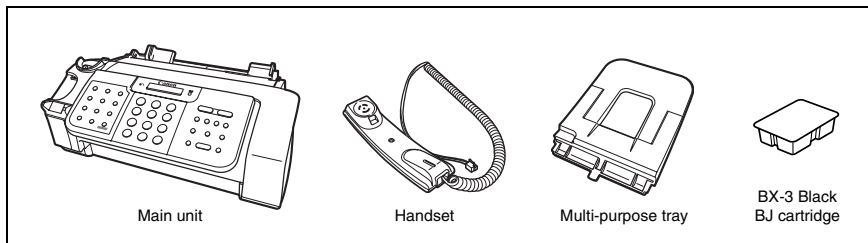
You should also have the followings:
• Power cord
• Telephone line cord
• Documentation
• Warranty*
• One-touch sheet
If any of these items are damaged or missing, contact your local authorised Canon dealer or the Canon help line immediately.

* This item is only included in some countries.

Removing the shipping materials

1   **Remove the protective piece ①.**

2   **Open the printer cover by gently pulling it towards you.**

3   **Open the document tray.**

4   **Remove the shipping tapes ② and the protective pieces ③. Close the printer cover until it locks into place.**

5   **Close the document tray.**
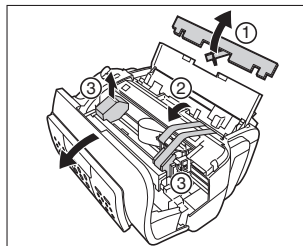
The actual shipping materials may differ in shape, quantity, and position from the ones shown above.

Assembling the fax

📝 For user convenience, the one-touch sheet provided with your fax should be fitted over the one-touch speed dialling buttons on the left of the operation panel.
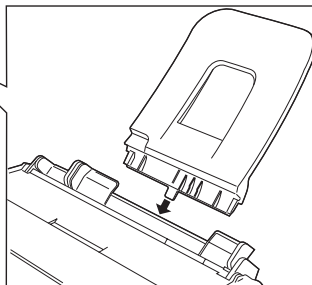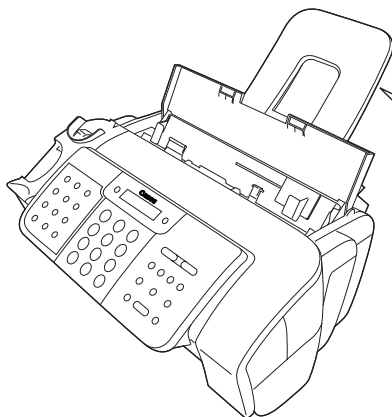
| 1 | Insert the tabs on the multi-purpose tray into the slots on the unit. |

Making connections

Connecting the telephone line, handset, and external device

There are three jacks on the back of the fax for connection of the following:

Handset

Telephone line

Extension phone (i.e. an additional telephone that you may wish to place away from the fax to answer calls from a different location) or answering machine*.
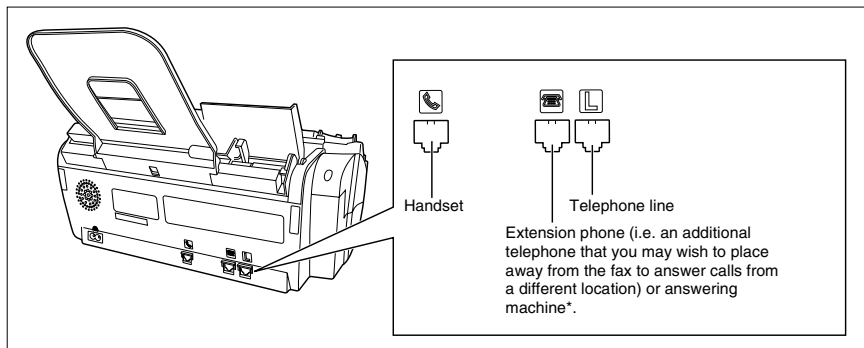
Be sure to connect any external devices before using the fax.

* FAX-B820/B822 only.

| 1 | **Connect the supplied telephone line cord to the 📞 jack, then the other end to the telephone line jack on your wall.** |

| 2 | **Connect the handset to the 📞 jack, and place it in its cradle.** |

| 3 | **Connect an extension phone or answering machine to the 📞 jack.**
Be sure to select the correct receive mode (see Chapter 6). |
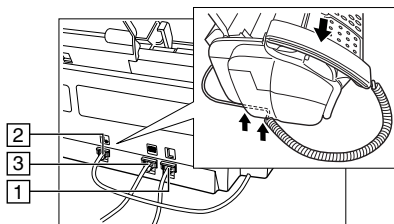
- An answering machine can be connected to the FAX-B820/B822 only.
- You cannot use the extension phone while the fax is using the phone line.
- Due to the range of specifications, Canon cannot guarantee that all answering machines will be compatible with your fax.

Connecting the AC power cord

Plug the fax into a 200–240 volt AC 50/60 Hz outlet.

| 1 | **Plug the power cord connector into the rear of the fax.** |

| 2 | **Plug the other end of the power cord into a properly grounded AC power outlet.** |

There is no power switch on the fax. The power is on as long as the fax is plugged in.

Setting the language and country

You need to select the correct language for the LCD display and reports, and the country* of use. See pp. 14, 15 for the buttons on the operation panel.

| 1 | **Press [Start/Copy].** |

| 2 | **Use [◀] or [▶] to select the preferred language for the LCD display and reports, then press [Start/Copy].**
Wait a second for COUNTRY SELECT* to appear, then press [Start/Copy]. |

| 3 | **Use [◀] or [▶] to select the country where you are using the fax***, **then press [Start/Copy].**
Registration ends and the fax enters standby mode. |

* This setting is only available for some countries.

Loading paper

Paper guidelines

- Be sure to load paper of the correct size, weight, and quantity recommended for your fax (see pp. 24, 68).
- Store all paper wrapped and on a flat surface until ready to use. Keep opened packs in their original packaging, in a cool, dry location.
- Store paper at 18º–24ºC, 40%–60% relative humidity.
- To avoid paper jams and poor print quality, do not print on damp, curled, wrinkled, or torn paper.
- Use cut-sheet paper only, not paper that comes on a roll.
- Use only paper that has a thickness of between 0.09 and 0.13 mm. Thick paper may damage the BJ cartridge print head.
- Do not load paper beyond the paper limit mark (▶|) on the paper guide. Doing so may cause problems. Also, make sure there are no gaps on either side of the paper stack.
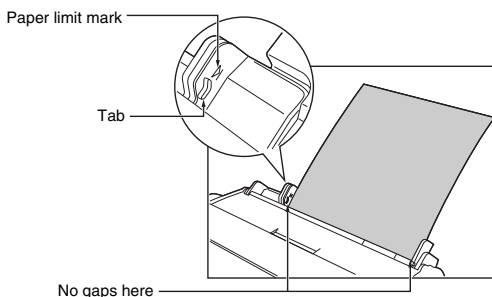
- Let the paper run out before refilling the multi-purpose tray. Avoid mixing new stock with paper already loaded.
- Do not leave paper stacked in the multi-purpose tray for long periods of time since it may bend or curl and cause problems.
- Certain environmental conditions, such as extreme temperatures or humidity, can cause some paper to misfeed in the multi-purpose tray. If you have trouble, feed one sheet at a time.
- Depending on the density of the printed pages, the ink may need time to dry. Within two or three seconds, the ink becomes smudge-resistant. After drying for several minutes, the ink becomes water-resistant.
- If your printed page contains a large amount of graphics, the ink on the page may be damp due to the print density. Leave the page for 30 to 60 seconds to allow the ink to dry. Then remove the page carefully without touching any surfaces.
- If paper curls after printing, remove it immediately; otherwise paper jams may occur.
- The platen (a roller inside the fax) may become inked if you print data beyond the width of the page. If this happens, clean inside the fax (see p. 56).

Loading paper in the multi-purpose tray

1 **Move the paper guide to the left.**
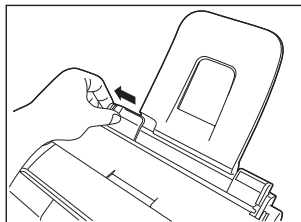
2 **Fan the stack of paper that you want to feed into the fax. Then tap the edge of the stack on a flat surface to even the stack.**

3 **Insert the stack face up into the multi-purpose tray ①, and align the right edge of the stack with the right side of the multi-purpose tray. Then slide the paper guide snugly against the left edge of the stack ②.**

Be careful not to press the paper guide strongly against the stack, or the paper will not be fed properly.
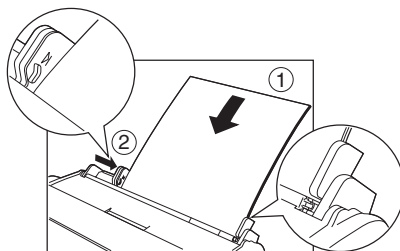
Installing the BJ cartridge

Install the BJ cartridge before you can begin receiving and copying documents.

For information on replacing the BJ cartridge, see p. 58.

Guidelines

• Use only a Canon BX-3 Black BJ cartridge in your fax.
• Store BJ cartridges at room temperature.
• When the BJ cartridge print head is left exposed, it easily dries out and becomes unusable. To avoid this, keep the followings:
  – Keep BJ cartridges in the packaging until you are ready to use them.
  – Never remove the BJ cartridge unless you are going to replace it.
  – Keep the cartridge holder in the home position (on the right side of the fax) when you are not using the fax.

- The ink in the BJ cartridge is difficult to clean up if spilled. Follow the precautions below when handling the BJ cartridge.
  – Carefully remove packaging from BJ cartridges.
  – Do not attempt to disassemble or refill BJ cartridges.
  – Do not shake or drop BJ cartridges.
- Replace BJ cartridges after one year of use.

✐ If you need to unplug the fax, wait until it returns to standby mode (time and receive mode displayed on the LCD). Otherwise the cartridge holder may not be in its home position; causing the BJ cartridge to remain uncapped and dry out.

⚠ • **Store BJ cartridges out of the reach of children. If a child inadvertently ingests ink, consult a physician immediately.**
• **Do not touch the precision components on the BJ cartridge.**
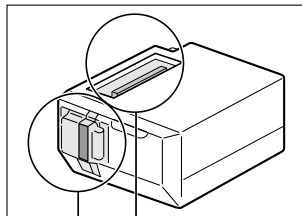
Do not touch these metallic areas.

Installing the BJ cartridge in your fax

When there is no BJ cartridge installed in your fax, PUT IN CARTRIDGE is displayed on the LCD.

1   **Make sure the fax is plugged in.**

2   **Load the paper in the multi-purpose tray.**

3   **Open the printer cover by gently pulling it towards you (see p. 6).**

4   **Raise the cartridge lock lever on the cartridge holder.**
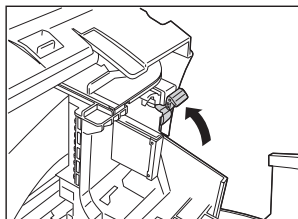
5   **Remove the BJ cartridge from its package, then remove the orange protective cap ① and tape ②.**
Discard the cap and tape. Never attempt to reattach them to the BJ cartridge print head.
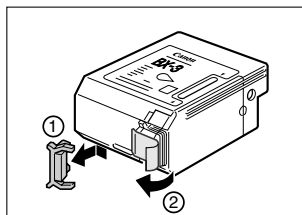
6 | **With the label facing outwards, insert the BJ cartridge into the cartridge holder. Lower the cartridge lock lever until you hear a click to lock the cartridge in place.**
The yellow post (BJ cartridge guide) should be visible through the slot.
The BJ cartridge tilts slightly to the left in the loaded position.
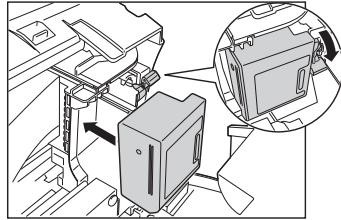
7 | **Close the printer cover.**
If the AUTO TEST PRINT setting (see SYSTEM SETTINGS, p. 52) is set to ON:
The fax automatically prints a test page every time you insert a BJ cartridge.

⚠ | • **Do not try to manually move or stop the cartridge holder.**
• **Do not touch the components shown below or any metal parts.**

Ribbon cable   Guide rail
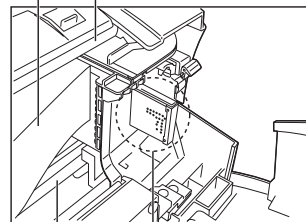
Round shaft   Circuit board

Testing the fax

After you have assembled the fax, installed the BJ cartridge, and loaded the paper, you can make sure the fax is printing properly by making several copies of a document (see p. 25).

Setting the TEL LINE TYPE

See pp. 14, 15 for the buttons on the operation panel.

1 | **Press [Function], then press [Start/Copy] twice.**

2 | **Use [◆] or [➔] to select TEL LINE TYPE, then press [Start/Copy].**

```
ROTARY PULSE
```

3 | **Use [◆] or [➔] to select the appropriate line type, then press [Start/Copy].**

4 | **Press [Stop].**
Setting ends and the fax returns to standby mode.

Dialling through a switchboard (PBX)

A PBX (private branch exchange) is an on-site telephone switchboard.

• If your fax is connected through a switchboard, dial an outside line access number first. Then dial the rest of the number.
• If you want to dial with automatic dialling, you may have to insert a pause between the outside line number and the telephone number when you register the number for one-touch or coded speed dialling.
• When the fax is connected to a PBX or other telephone switching system, you can register the access type and outside access line number under the [R] button (see below). Once you have registered them, you simply need to press [R] before dialling a fax or telephone number.

Registering the access type and the outside line access number

See pp. 14, 15 for the buttons on the operation panel.

1   **Press [Function], then press [Start/Copy] twice.**

2   **Use [◆] or [➧] to select R-KEY SETTING, then press [Start/Copy].**

> PSTN

3   **Use [◆] or [➧] to select PBX, then press [Start/Copy].**

> HOOKING

4   **Use [◆] or [➧] to select the access line type for the switching system, then press [Start/Copy].**
You can select PREFIX or HOOKING. If you selected HOOKING, proceed to step 6.

5   **If you chose PREFIX in step 4:**
Enter the outside line access number (up to 19 digits) using the numeric buttons and then press [Redial/Pause], then press [Start/Copy].

6   **Press [Stop].**
Registration ends and the fax returns to standby mode.

PREPARING TO USE YOUR FAX

Main components of your fax

Please note that your fax may differ from the illustration below.

Multi-purpose tray

TAM LED
(FAX-B840 only)

LCD

Microphone

Handset

Document tray

Document guide

Rewind/Forward buttons
(FAX-B840 only)

Printer cover

Operation panel

Numeric buttons (see p. 15)
(see p. 15)

01 Report	02 Cleaning	03 Send Options
04 R	05 Space	06 Clear
07 Polling	08 Ink Saver	09 Caller History
Receive Mode	Resolution	Function

Report button (see p. 54)
Cleaning button (see p. 57)
Send Options button (see p. 27, 31)

R button (see p. 13)
Space button (see p. 16)
Clear button (see p. 16)

Polling button (see p. 37)
Ink Saver button (see p. 37)
Caller History button (see p. 29)

Receive Mode button (see p. 35)
Resolution button (see pp. 25, 26)
Function button (see p. 12)

The buttons on the left of the operation panel have the following two functions:

• One-touch speed dialling buttons (see p. 19)
• Special function buttons
  When the [Function] button is pressed, the special function buttons (function marked under each button) can be used to perform various operations.

Scroll/Cursor buttons (see pp. 16, 37, 44, 49)

TAM button (see p. 40)

Delete button (see p. 43)

Record button (see p. 40)

(FAX-B840 only)

Play button (see p. 44)

Hook button (see p. 27)

Redial/Pause button (see pp. 29, 30)

Coded Dial/Directory button (see p. 28, 29)

Stop button

Start/Copy button

UCanTalk button (see p. 29)
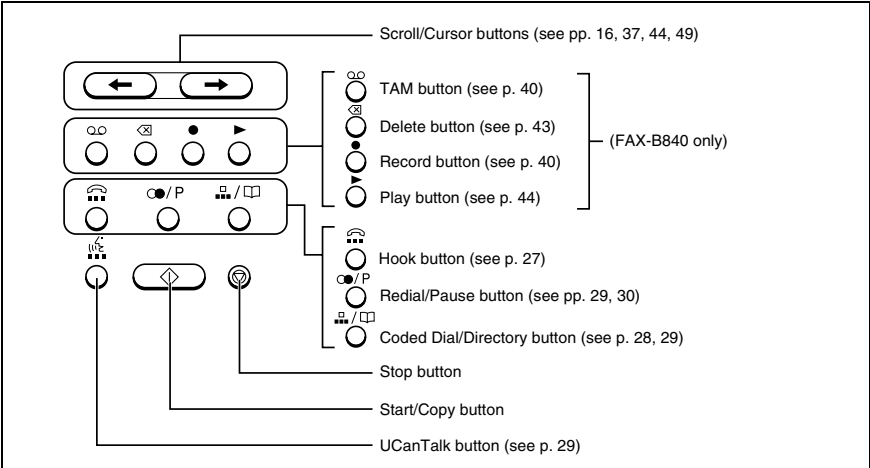
Button	Uppercase Letter Mode (:A)	Lowercase Letter Mode (:a)	Number Mode (:1)
1			1
2	A B C Å Ä Á À Ã Â Æ Ç	a b c å ä á à ã â æ ç	2
3	D E F Đ Ë É È Ê	d e f đ ë é è ê	3
4	G H I Ï Í Ì Î	g h i ï í ì î	4
5	J K L	j k l	5
6	M N O Ñ Ø Ö Ó Ò Õ Ô	m n o ñ ø ö ó ò õ ô	6
7	P Q R S Þ	p q r s þ	7
8	T U V Ü Ú Ù Û	t u v ü ú ù û	8
9	W X Y Z Ý	w x y z ý	9
0			0
# ◆	– . ✳ # ! " , ; : ^ ` _ = / | ' ? $ @ % & + ( ) [ ] { } < >		
✱	Uppercase letter mode (:A) ⟶ Lowercase letter mode (:a) ⟶ Number mode (:1)		

Guidelines for entering numbers, letters, and symbols

✎ After 60 seconds of no operation panel input, the fax returns to standby mode and any unregistered changes are lost.

■ Entering letters and numbers

1 **Press [∗] to switch mode.**

```
_                    : A
```

2 **Press the numeric button that contains the letter you want.**
Press repeatedly until the letter you want appears.

```
C                    : A
```

3 **Continue entering other letters using the numeric buttons.**
• If the next letter you want to enter is under the same numeric button you pressed in step 2, press [➡] to move the cursor to the right. Then press that same numeric button repeatedly until the letter you want appears.
• To enter a space, press [Space].

■ Entering symbols

1 **Press [#] repeatedly until the symbol you want appears.**

```
#                    : 1
```

2 **If you want to enter another symbol, press [➡] to move the cursor to the right, then press [#] repeatedly until the symbol you want appears.**

Correcting mistakes

You can clear an entire entry by pressing [Clear]. Alternatively, follow the procedure below to correct individual letters:

1 **Use [⬅] or [➡] to move the cursor under the incorrect letter.**

```
CANEN               : A
```

2 **Use the numeric buttons to enter the correct letter over the incorrect letter.**

```
CANON               : A
```

3 **When you have finished making corrections, press [Start/Copy] to register your new entry.**

Registering sender information

Personalising your fax

■ Identifying your documents

When sending a document, you can have your fax number and your name (known as your ID), and the sending date and time printed out by the receiving fax machine. This information is called your TTI (Transmit Terminal Identification) and appears at the top of the faxed document in small type.

The illustration below shows a sample document with the identifying information.
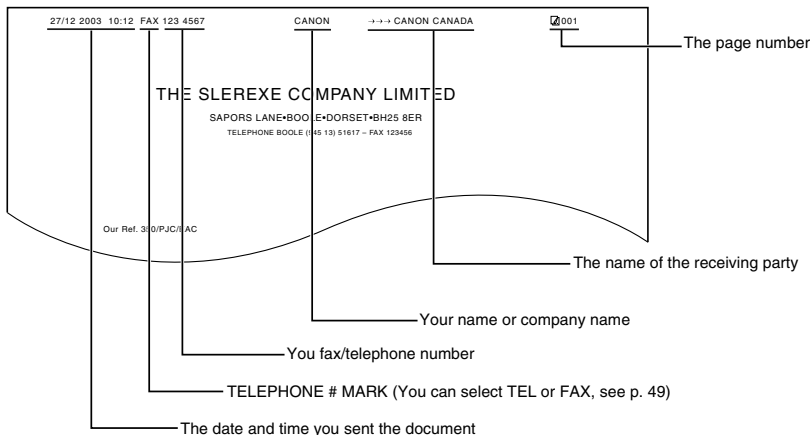
The top line includes the name of the receiving party if you send the document using one-touch speed dialling or coded speed dialling and you registered the party's name.

Setting the date and time

The date and time appear on the LCD as well as on the documents you send.

1 **Press [Function], then press [Start/Copy] three times.**

```
20/12 2003 13:30
```

2 **Use the numeric buttons to enter the date and time using the day-month-year format (DD/MM YYYY), then press [Start/Copy].**
- Set the time using the 24-hour clock system. Precede single digits with a zero.
  Example: 3:00 p.m. = 15:00
- To change the date format, see SYSTEM SETTINGS, p. 52.

3 **Press [Stop].**
Registration ends and the fax returns to standby mode.

Registering your fax/telephone number and name

1   **Press [Function], then press [Start/Copy] twice.**

2   **Use [◀] or [▶] to select UNIT TELEPHONE #, then press [Start/Copy].**

3   **Enter your fax number (up to 20 digits) using the numeric buttons, then press [Start/Copy] twice.**
You can enter a plus sign (+) or space to make your number easier to read. To enter a plus sign (+), press [#].

4   **Enter your name (up to 16 letters) using the numeric buttons (see p. 15, 16), then press [Start/ Copy].**

5   **Press [Stop].**
Registration ends and the fax returns to standby mode.

Setting the summer time

You can select if the time information in your fax changes to match your country's summer time system and set the day and time when the summer time begins and ends.

1   **Press [Function], then press [Start/Copy].**

2   **Use [◀] or [▶] to select SYSTEM SETTINGS, then press [Start/Copy].**

3   **Use [◀] or [▶] to select SUMMER TIME, then press [Start/Copy].**

ON

4   **Use [◀] or [▶] to select ON or OFF, then press [Start/Copy].**

5   • **If you selected OFF in step 4, press [Stop] to return to standby mode.**
     • **If you selected ON in step 4, use [◀] or [▶] to select BEGIN DATE/ TIME, then press [Start/Copy] twice.**

MARCH

6   **Use [◀] or [▶] to select the month in which the summer time starts, then press [Start/Copy].**

7   **Use [◀] or [▶] to select WEEK, then press [Start/Copy].**

LAST WEEK

8   **Use [◀] or [▶] to select the week in which the summer time starts, then press [Start/Copy].**

9   **Use [◀] or [▶] to select DAY, then press [Start/Copy].**

SUNDAY

10 Use [◀] or [▶] to select the day of the week on which the summer time starts, then press [Start/Copy].

11 Use [◀] or [▶] to select TIME, then press [Start/Copy].

```
TIME        01:00
```

12 Use the numeric buttons to enter the time at which the summer time compensation is made, then press [Start/Copy].

13 Press [Function].

14 Use [◀] or [▶] to select END DATE/TIME, then press [Start/Copy] twice.

```
            MARCH
```

15 Set the month, week, the day of the week, and time when the summer time ends, as in steps 6 to 12.

16 Press [Stop].
Setting ends and the fax returns to standby mode.

Registering one-touch speed dialling numbers and names

One-touch speed dialling allows you to dial a number by pressing a single button. Before you can use one-touch speed dialling, you must register the receiving number with your fax.
You can also register the name of the party and a voice tag; the name appears on the printout of the one-touch speed dialling list.

1 Press [Function].

2 Use [◀] or [▶] to select TEL REGISTRATION, then press [Start/Copy] twice.

```
01=
```

3 Use [◀] or [▶] to select the number of the one-touch speed dialling button you want to use for the number.
If a number is already registered under this one-touch speed dialling button, the number is displayed on the LCD.*

4 Enter the party's number (up to 50 digits) using the numeric buttons, then press [Start/Copy] to register the number.

5 Enter the party's name (up to 16 letters) using the numeric buttons (see p. 15, 16), then press [Start/Copy] to register the name.

* To delete the name and number registered under the one-touch speed dialling button, press [Clear] and [Start/Copy] after you perform steps 1 to 3 above.

6 **Register the party's voice tag for UCanTalk (see p. 21).**
When the fax asks you if you want to register the voice tag, press [✱] or [#] to select YES or NO.

7 • **If you selected NO in step 6, proceed to step 8.**
• **If you selected YES in step 6:**
After the tone, speak the party's name into the microphone.
The fax asks you to speak the party's name again.
▼
After the tone, speak into the microphone again.

8 **To assign additional one-touch speed dialling numbers, start from step 3.**
To finish, press [Stop].

✎ If voice tag registration fails three consecutive times, registration will end. If this happens, start again from step 1.

Registering coded speed dialling numbers and names

Use coded speed dialling to dial a fax number at the press of three buttons. A fax/telephone number can be registered under each two-digit speed dialling code. You can also register the name of the party and a voice tag; the name appears on the printout of the coded speed dialling list.

1 **Press [Function].**

2 **Use [◀] or [▶] to select TEL REGISTRATION, then press [Start/Copy].**

3 **Use [◀] or [▶] to select CODED SPEED DIAL, then press [Start/ Copy].**

```
✱01=
```

4 **Use [◀] or [▶] to select the two-digit code (01-70) under which you want to register the number.**
If a number is already registered under this coded speed dialling code, the number is displayed on the LCD.*

5 **Enter the party's number and name the same way you registered them for one-touch speed dialling.**
See steps 4 to 5. Registering one-touch speed dialling numbers and names, p. 19.

6 **Register the party's voice tag the same way you registered it for one-touch speed dialling (see above).**

7 **To assign additional coded speed dialling numbers, start from step 4.**
To finish, press [Stop].

* To delete the name and number registered under the coded speed dialling code, press [Clear] and [Start/Copy] after you perform steps 1 to 4 above.

Registering UCanTalk voice tags

UCanTalk allows you to dial a number by speaking the receiving party's name to the fax. Before you can use the UCanTalk feature, you must register voice tags.

You can register a name or phrase (no longer than 3 seconds) you want to use to retrieve the party, such as the first name, family name, nickname, company name, official position, and so forth. You can register up to 15 voice tags.

• You can check whether a voice tag has been registered for a specific one-touch or coded speed dialling entry by printing the speed dialling lists. Entries with a voice tag are preceded by an icon.
• You cannot receive documents while you are recording a voice tag. Also, the Caller ID function (see p. 38) may not work properly.

Registering voice tags with one-touch/coded speed dialling numbers and names

Follow the procedures on Registering one-touch/coded speed dialling numbers and names, pp. 19, 20.

Adding voice tags to the one-touch/coded speed dialling numbers

1 **Press [Function].**

2 **Use [←] or [→] to select TEL REGISTRATION, then press [Start/Copy].**

3 **Use [←] or [→] to select 1-TOUCH SPD DIAL or CODED SPEED DIAL, then press [Start/Copy].**

4 **Use [←] or [→] to select the receiving party you want to add a voice tag to, then press [Start/ Copy] twice.**

5 **When the fax asks you if you want to add a voice tag, press [✳] to select YES.**
If a voice tag is already registered under this speed dialling number, the fax asks you if you want to modify the voice tag (see Modifying voice tags, p. 22).

6 **After the tone, speak the party's name into the microphone.**
The fax asks you to speak the name again.
▼
After the tone, speak into the microphone again.
• Keep background noise to a minimum to ensure reliable operation.
• Registering the same or similar voice tags for different parties may cause an error when you try to retrieve the party.

7 **To finish, press [Stop].**

2

PREPARING TO USE YOUR FAX

Modifying voice tags

1   **Perform steps 1 to 4 on p. 21.**

2   **If a voice tag is already registered under the speed dialling number, the fax asks you if you want to modify the voice tag. Press [✱] to select YES.**

3   **Use [◀] or [▶] to select REDO VOICE TAG, then press [Start/Copy].**
The fax asks you to confirm that you want to redo the voice tag registration.

4   **Press [✱] to select YES and proceed to step 6 on p. 21.**
Press [#] to cancel the procedure.

Deleting voice tags

1   **Perform steps 1 and 2 on Modifying voice tags above.**

2   **Use [◀] or [▶] to select DELETE VOICE TAG, then press [Start/Copy].**
The fax asks you to confirm that you want to delete the voice tag.

3   **Press [✱] to select YES to delete the voice tag.**
Press [#] to cancel the procedure.

3 *DOCUMENTS AND PAPER*

Preparing documents

Types of documents you can scan

■ Size

You can load documents larger than 148 mm wide and 105 mm long.
The maximum size of document that can be loaded is 216 mm wide by 700 mm long.

■ Scanned area

The actual area scanned by the fax is shown below.
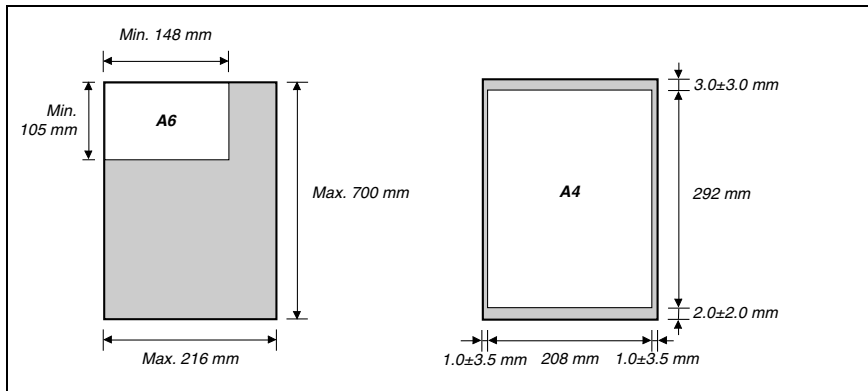
If you use documents smaller than A4 size, align the document with the left document guide.

Problem documents

- To prevent document jams in the document tray, do not attempt to load the following types of document into the fax:
  - Wrinkled or creased paper
  - Torn paper
  - Coated paper or glossy paper
  - Thick paper
  - Curled or rolled paper
  - Carbon paper or carbon-backed paper
  - Onion skin or thin paper
  - Envelopes
- Remove all staples, paper clips, etc. before loading the document into the document tray.
- Make sure any glue, ink or correction fluid on the paper is completely dry before loading the document into the document tray.
- Make a photocopy of any document that will not feed into the fax so that you can then load the copy into the document tray.

Loading documents

1 **Adjust the document guide to the width of the document, and gently insert the top of the document face up into the document tray until it stops. You will hear a beep.**
If you have trouble feeding multipage documents from the document tray into the fax, remove the stack and tap it on a flat surface to even the edges.
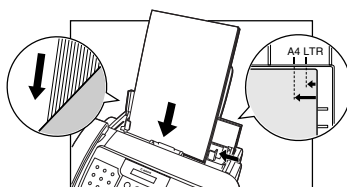
- For a multipage document, the pages are fed one by one from the top of the stack.
- Wait until all pages of your document have been scanned before starting a new job.
- If you want to send a document with more than 15 (5 legal-size) pages, divide the document into 2 sections and send each section in a separate transmission.

Paper requirements

Your fax supports A4-, letter-, and legal-size paper in portrait orientation. You can use regular copier paper, cotton bond paper, or typical letterhead. Your fax does not require special ink jet paper. Always use paper without curls, folds, staples, or damaged edges. Look at the label on the package to see if the paper has a preferred side for printing.

- Be sure to test paper before purchasing large quantities.
- For details on loading paper in the multi-purpose tray, see p. 10.

Printable area

The shaded area below shows the printable area of A4-size paper. Be sure to print within this area.

4 *MAKING COPIES*
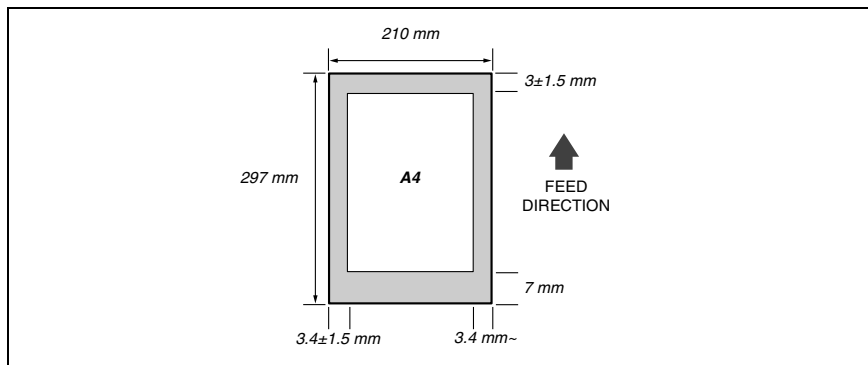
Copying documents

One of the convenient features of the fax is its ability to make high quality copies. You can make up to 99 copies of one document at a time.

If you make copies of multiple documents at a time, the number of pages the fax can scan into memory varies depending on the scanning resolutions (see p. 26) as follows:

• STANDARD/FINE   = 15 pages
• PHOTO   = 3 pages

• STANDARD and FINE result in the same resolution when making copies.

1   **Load the document face up into the document tray (see p. 24).**

2   **Press [Resolution], then press [Start/Copy].**
You can select STANDARD/FINE or PHOTO.

```
COPY PAGE       01
```

3   **Enter the number of copies (up to 99) using the numeric buttons, then press [Start/Copy].**
• To make a correction to the number of copies, press [Clear] and re-enter the number.
• To stop copying anytime, press [Stop]. You may then need to press [Start/Copy] for a few seconds, then the fax will feed out the document. See Jams in the document tray, p. 55.

5 *SENDING DOCUMENTS*

Preparing to send a document

Before you send a document, see Chapter 3: DOCUMENTS AND PAPER.

Adjusting the quality of your documents

■ Setting the scanning resolution

Resolution is a measure of the fineness or clarity of a printout. Low resolutions may cause text and graphics to have a jagged appearance, while higher resolutions provide smoother curves and lines, crisp text and graphics, and a better match to traditional typeface designs.

> The higher the resolution, the higher the output quality, but the slower the scanning speed.

1 **Load the document face up into the document tray (see p. 24).**

2 **Press [Resolution] to select the resolution.**
You can select STANDARD, FINE or PHOTO.
After about 5 seconds, the fax returns to standby mode.

> You can change the resolution setting while the document is being scanned for sending. However, please note that your new setting will only be effective from the next page scanned.

■ Setting the scanning contrast

Contrast is the difference in brightness between the lightest and darkest parts of a printed document. You can adjust the contrast your fax uses to send or copy documents, according to how light or dark your document is.

1 **Press [Function], then press [Start/Copy] twice.**

2 **Use [←] or [→] to select SCAN CONTRAST, then press [Start/Copy].**

STANDARD

3 **Use [←] or [→] to adjust the scanning contrast, then press [Start/Copy].**
You can select STANDARD, DARKER or LIGHTER.

4 **Press [Stop].**
Setting ends and the fax returns to standby mode.

Sending documents

Direct sending

1 **Load the document face up into the document tray (see p. 24).**

2 **Dial the receiving party's fax number, then press [Start/Copy] twice.**
The fax begins sending.

Memory sending

The fax normally uses direct sending to send your document, but you can send it with memory sending (see below). In this case, the fax quickly scans the document into memory. Then it sends the document from memory. This means you do not have to wait for the fax to finish sending before you can retrieve your original document.
You can send up to 15 A4-size (5 legal-size) pages at a time with memory sending (based on the Canon FAX Standard Chart No.1, standard resolution).

1 **Load the document face up into the document tray (see p. 24).**

2 **Press [Function], then press [Send Options].**

3 **Use [◀] or [▶] to select MEMORY TX, then press [Start/Copy].**

4 **Dial the receiving party's fax number, then press [Start/Copy] twice.**
The fax scans the document into memory and begins sending.

Manual sending

If you would like to first speak with the person you are sending the document to, use manual sending.

1 **Load the document face up into the document tray (see p. 24).**

2 **Pick up the handset or press [Hook] and dial the receiving party's fax number.**

```
TEL=     3456XXXX
```

3 **If a person answers, converse normally, then ask them to press the start button on their fax. Press [Start/Copy] and hang up.**
If you hear a high pitch tone, press [Start/Copy] and hang up.

✎ The fax will beep if the handset is not hung up properly. Make sure the handset is seated properly in its cradle. If you do not want the fax to beep, disable the OFFHOOK ALARM setting (see p. 49).

Cancelling sending

1 **Press [Stop].**

> • When you cancel sending, you may need to press [Start/Copy] for a few seconds, then the fax will feed out the document.
> • You can set whether or not the fax prints an ERROR TX REPORT (see p. 50).

Automatic dialling

Sending a document using one-touch speed dialling or coded speed dialling numbers

To use this feature you must first register numbers for one-touch speed dialling (see pp. 19, 20) or coded speed dialling (see p. 20).

1 **Load the document face up into the document tray (see p. 24).**

2 **Press the one-touch speed dialling button under which the number you wish to fax is registered.**

```
TEL=905 795 XXXX
```

-or-

Press [Coded Dial/Directory] and enter the appropriate two-digit coded speed dialling code.
• The registered name and number appear.
• If you make a mistake, press [Stop]. Then press the correct one-touch speed dialling button or press [Coded Dial/Directory] and re-enter the code.

3 **Press [Start/Copy].**
The fax begins sending.

Sending a document using directory dialling

This procedure can be used to look up the other party's name and retrieve the number for dialling.

1 **Load the document face up into the document tray (see p. 24).**

2 **Press [Coded Dial/Directory] twice.**

```
DIRECTORY DIAL
```

3 **Press a numeric button to enter the first letter of the name of the party you are searching for.**

```
*01 Canon CANADA
```

4 Press [◀] or [▶] to display the other names and numbers registered for the button letter group.
  • The names for one-touch speed dialling numbers are prefixed with two digits and the names for coded speed dialling numbers are prefixed with an asterisk (∗) and two digits.
  • When you reach the last name and number registered for the letter group, you will return to the first name and number in the group.
  • If the LCD does not change after you press [◀] or [▶], this means only one name and number is registered for the button you just pressed.
  • Press [Redial/Pause] to switch between the name and number on the LCD.

5 With the telephone number you want to dial displayed, press [Start/Copy] to start the document transmission.

Sending a document using UCanTalk

To use this feature you must first register the voice tags for UCanTalk (see p. 21).

1 Load the document face up into the document tray (see p. 24).

2 Press [UCanTalk]. Then, after the tone, speak the voice tag into the microphone.

```
CANON
```

3 With the party's name you wish to dial displayed, press [Start/Copy] to start the document transmission.
  • If the AUTO VOICE DIAL setting is set to ON, the fax automatically starts dialling (see p. 49).
    Once connected, press [Start/Copy] to start the document transmission.
  • If the displayed party's name is not what you are searching for, press [Stop] to cancel the procedure, and re-start from step 2.
  • If an error occurs every time you speak into the microphone, re-register the voice tag and try again (see p. 22).

Special dialling

Sending a document using caller history

If the CALLER ID setting is set to ON, the caller's name and phone/fax number appear on the LCD when you receive a call (see p. 53). The fax keeps up to 20 latest caller IDs in memory.

The caller history feature is only available in some countries. The feature uses the ETSI EN 300 778-1 protocol. Contact your local telephone company for detailed information.

1 Press [Function], then press [Caller History].

2 Press [Start/Copy].
The date and time, names, and numbers from which you have received calls recently will be displayed on the LCD.
  • Press [Redial/Pause] or [Coded Dial/Directory] to switch between the date and time, name, and phone/fax number on the LCD.

```
TEL=    3456XXXX
```

```
CANON
```

```
20/12 13:30
```

3 | **Use [◆] or [➔] to select the receiving party, then press [Start/Copy].**
The fax begins calling the number.

4 | **If a person answers, pick up the handset and converse normally.**
If you want to send a document, load the document face up into the document tray (see Loading documents, p. 24) and ask them to press the start button on their fax.

5 | **When you hear a high pitch tone, press [Start/Copy] and hang up.**
The fax begins sending the document.

Long-distance dialling

When you register a long-distance number, you may have to insert a pause within or after the number. For long-distance dialling, the location and length of the pause may differ depending on the telephone system. To enter a pause, press [Redial/Pause]. The length of this pause can be adjusted. See MID PAUSE SET, p. 51. A pause at the end of a number is fixed at 10 seconds.

Redialling when the line is busy

Manual redialling

Press [Redial/Pause] to dial the last number you dialled with the numeric buttons. (This starts redialling regardless of whether automatic redialling is enabled.)

■ Cancelling manual redialling

To cancel manual redialling, press [Stop]. You may then need to press [Start/Copy] for a few seconds, then the fax will feed out the document. See Jams in the document tray, p. 55.

Automatic redialling

■ What is automatic redialling?

When you are sending a document and the receiving party's line is busy, the fax waits the specified time and then dials the same number again. You can set the fax to redial several times if previous attempts fail because of a busy signal.

If all redialling attempts are unsuccessful, the fax will cancel the transmission. You can set the fax to print an ERROR TX REPORT to remind you that the transmission was not completed (see p. 50).

■ Cancelling automatic redialling

1 | **Press [Stop].**

If you want to cancel a memory-sending transmission while the fax is waiting to redial, you will have to delete the document from memory (see p. 34).

■ Setting the options for automatic redialling

You can set the following options for automatic redialling:
• Whether or not the fax redials automatically.
• The number of times the fax attempts to redial.
• The time interval between redialling attempts.

| 1 | **Press [Function], then press [Start/Copy].** |

| 2 | **Use [◀] or [▶] to select TX SETTINGS, then press [Start/Copy].** |

| 3 | **Use [◀] or [▶] to select AUTO REDIAL, then press [Start/Copy].** |

• To disable automatic redialling, use [◀] or [▶] to select OFF, then press [Start/Copy]. Press [Stop] to return to standby mode.
• To enable automatic redialling, use [◀] or [▶] to select ON and continue with the steps below.

```
                        ON
```

| 4 | **Press [Start/Copy] twice.** |

```
                    2TIMES
```

| 5 | **Use the numeric buttons to enter the number of times you want the fax to redial, then press [Start/Copy] twice.** |

```
                    2MIN.
```

| 6 | **Use the numeric buttons to enter the time interval between redialling attempts, then press [Start/Copy].** |

| 7 | **Press [Stop].** |

The fax returns to standby mode.

Delayed sending

Your fax can send a document automatically at a preset time. This allows you to take advantage of lower late-night long-distance rates offered by some telephone companies.

The fax can only register one preset sending operation at a time.

| 1 | **Load the document face up into the document tray (see p. 24).** |

| 2 | **Press [Function], then press [Send Options].** |

| 3 | **Use [◀] or [▶] to select DELAYED TX, then press [Start/Copy].** |

```
SET TIME    15:00
```

| 4 | **Enter the desired sending time using the numeric buttons, then press [Start/Copy].** |

• Set the time using the 24-hour clock system. Precede single digits with a zero. Example: 3:00 p.m. = 15:00
• Press [Clear] if you need to re-enter the time.

5 **Enter the receiving party's fax number, then press [Start/Copy] twice.**
- The fax scans the document into memory.
- You can enter the receiving party's fax number using the numeric buttons, one-touch speed dialling, coded speed dialling, or directory dialling (see pp. 28, 29).
- If you use the numeric buttons, press [Start/Copy] after entering the number to register it.

6 **When the set time comes, the fax dials and sends the document.**

Delayed sequential broadcasting is applicable for sending one document to more than one location at a later time when multiple fax numbers are dialled (see p. 33).

Sending other documents while the fax is set for delayed sending

You can send, receive, and copy other documents even when the fax is set for sending at a preset time.

To send or copy other documents after setting the fax for delayed sending, simply send or copy using any other sending procedure in this guide.

Cancelling delayed sending

1 **Press [Function].**

2 **Use [◀] or [▶] to select MEMORY REFERENCE, then press [Start/Copy].**

3 **Use [◀] or [▶] to select DELETE DOCUMENT, then press [Start/ Copy].**

```
TX/RX NO.    0001
```

4 **Use [◀] or [▶] to select the transaction number (TX/RX NO.) of the document you want to delete, then press [Start/Copy].**
- If the LCD does not change after you press [◀] or [▶], this means only one transaction is stored in memory.
- If you are unsure of the transaction number (TX/RX NO.), print the Doc. memory list (see p. 33).

```
YES=(*)   NO=(#)
```

5 **Press** [∗] **to delete the document.**
If you want to continue sending, press [#].

6 **Press [Stop].**
The fax returns to standby mode.

Sequential broadcasting

Sending a document to more than one location

Sequential broadcasting sends one document to more than one location.
You can send to a total of 80 locations as follows:

• One-touch speed dialling	=	9 locations
• Coded speed dialling	=	70 locations
• Regular dialling (Numeric buttons dialling)	=	1 location

You can enter the one-touch speed dialling and coded speed dialling locations in any order. You simply press the one-touch speed dialling button, or press [Coded Dial/Directory] followed by the two-digit code.
You can also include one location using regular dialling. Remember that when using regular dialling, you must press [Start/Copy] after entering the number.

> You must press each button within 10 seconds of the preceding one. The fax begins the operation approximately 10 seconds after you press the last button.

1 **Load the document face up into the document tray (see p. 24).**

2 **Dial the receiving party's fax numbers as you need, then press [Start/Copy].**
- The fax reads the document into memory and begins sending.
- You can also press [Redial/Pause] to redial the last number dialled with the numeric buttons.
- To cancel a transmission, press [Stop] during dialling or transmission. All transmissions in the sequence are cancelled.

Documents stored in memory

Printing a list of documents in memory

Your fax can print a list of documents stored in memory, along with the transaction number (TX/RX NO.) of each document. Once you know the transaction number of a document in memory, you can print it or delete it.

1 **Press [Function].**

2 **Use [◀] or [▶] to select MEMORY REFERENCE, then press [Start/Copy] twice.**

Printing a document in memory

1 **Press [Function].**

2 **Use [◀] or [▶] to select MEMORY REFERENCE, then press [Start/Copy].**

3 **Use [◀] or [▶] to select PRINT DOCUMENT, then press [Start/Copy].**

```
TX/RX NO.   0001
```

4 **Use [◀] or [▶] to select the transaction number (TX/RX NO.) of the document you want to print, then press [Start/Copy].**

If you are unsure of the transaction number (TX/RX NO.), print the Doc. memory list (see p. 33).

```
1ST PAGE ONLY?
```

1sec.

```
YES=(＊)   NO=(#)
```

5 **Press [＊] to print the first page only, or press [#] to print all pages of the document.**

The fax prints the document.

Deleting a document from memory

1 **Press [Function].**

2 **Use [◀] or [▶] to select MEMORY REFERENCE, then press [Start/Copy].**

3 **Use [◀] or [▶] to select DELETE DOCUMENT, then press [Start/ Copy].**

```
TX/RX NO.    0001
```

4 **Use [◀] or [▶] to select the transaction number (TX/RX NO.) of the document you want to delete, then press [Start/Copy].**

- The fax asks you to confirm that you want to delete the document.
- If the LCD does not change after you press [◀] or [▶], this means only one transaction is stored in memory.
- If you are unsure of the transaction number (TX/RX NO.), print the Doc. memory list (see p. 33).

```
YES=(＊)   NO=(#)
```

5 **Press [＊] to delete the document.**

If you want to keep the document in memory, press [#].

6 **To continue deleting other documents in memory, repeat the procedure from step 4. To finish, press [Stop].**

6 *RECEIVING DOCUMENTS*

Different ways to receive a document

Your fax provides you with several modes for receiving documents. To determine which mode best suits your requirements, see the table below.

Receive Mode	Main Use	Operation	Requirements	Details
FAX ONLY MODE	Fax	Answers all calls as fax calls. Receives documents automatically and disconnects voice calls.	Separate telephone line for fax use only. If you want to be alerted when a fax call is received, enable the INCOMING RING setting.	p. 51
FAX/TEL AUTO SW (Fax/Tel mode)	Fax/Tel	Automatically switches between fax and voice calls. Receives documents automatically and rings for voice calls.	–	p. 35
MANUAL MODE	Tel	Rings for every call, regardless of whether the call is a fax call or a voice call. For a fax call, you have to manually activate reception of the fax.	–	p. 36
ANS.MACHINE MODE (FAX-B820/B822 only)	Fax/Tel	Receives documents automatically and routes voice calls to the answering machine.	Answering machine connected to the fax.	p. 36

Setting the receive mode

1 **Press [Receive Mode], then press [Start/Copy] to return to standby mode.**

Every time you press [Receive Mode], the mode changes cyclically.

Receiving both documents and telephone calls automatically: Fax/Tel mode

If you set Fax/Tel mode, you can control precisely how the fax handles incoming calls by adjusting the following settings:

• Adjust the time the fax takes to check whether a call is from a fax machine or a telephone (RING START TIME setting).
• Adjust the length of time the fax rings when the call is a voice call (F/T RING TIME setting).
• Set whether the fax switches to receive mode after the ring time set in F/T RING TIME has elapsed (DEFAULT ACTION setting).

1 **Press [Function], then press [Start/Copy].**

2 **Use [◀] or [▶] to select RX SETTINGS, then press [Start/Copy].**

3 Use [◀] or [▶] to select FAX/TEL AUTO SW, then press [Start/Copy] twice.

> 8SEC

4 Use the numeric buttons to enter the time the fax waits before ringing when it receives a call, then press [Start/Copy] twice.

> 22SEC

5 Use the numeric buttons to enter the time the fax rings while waiting for someone to pick up the handset, then press [Start/Copy] twice.

> RECEIVE

6 Use [◀] or [▶] to select RECEIVE or DISCONNECT, then press [Start/Copy].
This setting tells the fax what to do if the handset is not picked up within the specified ring time set in step 5.

7 Press [Stop].
Setting ends and the fax returns to standby mode.

Receiving documents manually: MANUAL MODE

1 Check that Manual is displayed on the LCD (see p. 35).

> 15:00   Manual

2 When you hear the fax or extension phone ring, pick up the handset.

3 ■ **If you hear a person's voice:**
Start your conversation. If the caller wants to send a document after talking to you, ask them to press the start button on their fax machine.
When you hear a slow beep, press [Start/Copy] on the fax to begin receiving the document. Hang up the handset.
• If the extension phone is located away from your fax, dial 25 (the remote receiving ID) on the extension phone and hang up.
• The fax begins receiving the document.

■ **If you hear a slow beep tone:**
Someone is trying to send you a document.
• Press [Start/Copy] and hang up the handset.
• If the extension phone is located away from your fax, dial 25 (the remote receiving ID) on the extension phone and hang up.
• The fax begins receiving the document.

Be sure to hang up the handset after you press [Start/Copy] otherwise the call will be disconnected.

Receiving documents with an answering machine: ANS.MACHINE MODE (FAX-B820/B822 only)

• Set the answering machine to answer on the first or second ring.
• When recording an outgoing message on the answering machine, the entire message must be no longer than 15 seconds.

36

Other features

Saving ink

✎ By enabling this feature, print quality will be reduced. For highest print quality, disable this feature.

1 **Press [Function], then press [Ink Saver].**

2 **Use [◀] or [▶] to select ON or OFF, then press [Start/Copy].**
The fax returns to standby mode.

Changing calling volume

1 **Use [◀] or [▶] to change the volume (VOL 0 to 3).**

Receiving documents in memory while performing another task or when a problem occurs

If your fax is performing another task or encounters a problem when receiving a document, it automatically stores the unprinted pages in memory, and the LCD displays REC'D IN MEMORY as well as one or more messages. For an explanation of the message(s) and details on the action to take, see p. 66.

✎ • You can set the fax not to store documents in memory if a problem occurs during reception (see MEMORY RX, p. 51).
  • Once the pages are printed, they are deleted from memory.

Polling to receive documents

The polling feature allows you to request a document to be faxed to you from another fax machine. The sending party only needs to make sure the document is on a fax machine and ready to be sent. Thus, when your fax polls the other fax machine, the document is sent automatically. The fax can poll any fax machine that supports polling.

✎ • Before attempting to poll a fax machine, make sure that the other fax machine supports polling.
  • If the other party is using a Canon fax machine which has the Polling ID function, ask them to set the Polling ID of their fax machine to 255 (11111111 binary number).
  • For details on the Polling ID, see the other party's fax machine manual. In all other cases the Polling ID is not a concern.
  • Your fax cannot be polled by another fax machine.

1 **Press [Function].**
   ▼
Press [Polling], then press [Start/Copy].

2 **Dial the fax number of the fax machine you wish to poll, then press [Start/Copy].**
Your fax begins receiving the document.

Setting CALLER ID

If the CALLER ID setting is set to ON, the caller's name and phone/fax number appear on the LCD when you receive a call. You can also set the fax to reject unwanted calls (FAX-B840 only).

• Caller ID is only available in some countries.
• To use this feature, you will need to subscribe for a Caller ID service (only available in some countries). The Caller ID feature uses the ETSI EN 300 778-1 protocol. Contact your local telephone company for detailed information on this service.

1 **Press [Function], then press [Start/Copy].**

2 **Use [◀] or [▶] to select CALLER ID, then press [Start/Copy].**
• To disable Caller ID feature, use [◀] or [▶] to select OFF, then press [Start/Copy]. Press [Stop] to return to standby mode.
• To enable Caller ID feature, use [◀] or [▶] to select ON and continue with the steps below.

OFF
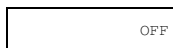
3 **Press [Start/Copy].**

4 **Use [◀] or [▶] to select the type of CALL REJECTION setting you want, then press [Start/Copy].**
You can select from the followings:
• ANONYMOUS: The fax rejects calls from any callers who have blocked their phone/fax number from the Caller ID service.
• SELECTIVE: The fax rejects calls from specific phone/fax numbers you place in NUMBER TO REJECT list (see below).
• OUT OF AREA: The fax rejects calls from any callers in an area that does not have the Caller ID service.
• SHOW IN HISTORY?: Determine if the fax stores phone/fax number for rejected calls in memory.

5 **Use [◀] or [▶] to select ON (YES), then press [Start/Copy].**
• If you set to OFF, the setting goes on to the next CALL REJECTION setting.
• If you set SHOW IN HISTORY? to YES or NO, the setting returns to ANONYMOUS.

6 **• If you set ANONYMOUS or OUT OF AREA to ON, proceed to step 11.**
• If you set SELECTIVE to ON, register the specific phone/fax numbers you want to reject in NUMBER TO REJECT list. Follow the steps below.

7 **Press [Start/Copy].**

8 **Use [◀] or [▶] to select the number of NUMBER TO REJECT list (00-09) under which you want to register the phone/fax number, then press [Start/Copy].**

9 **Enter the phone/fax number using the numeric buttons, then press [Start/Copy].**

10 **To assign additional numbers, repeat the procedure from step 8.**
To finish, press [Function], then press [Start/Copy].

11 **Use [◀] or [▶] to select PLAY MESSAGE or DISCONNECT, then press [Start/Copy].**
• PLAY MESSAGE: The call will be disconnected after the ALT OUTGOING MSG (see p. 40) is played. If you set SELECTIVE to ON in step 5, and want to select this setting, OUTGOING MESSAGE must have been recorded.
• DISCONNECT: The call will be disconnected without notice.

12 **Press [Stop] to return to standby mode.**

Cancelling receiving

1	**Press [Stop].**

7 *USING TAM MODE* (FAX-B840 only)

Recording the outgoing message

Before you use the built-in answering machine (TAM), you must record an outgoing message. Use the microphone on the operation panel to record your outgoing message. Only one outgoing message, no longer than 20 seconds, can be recorded.

> You cannot receive documents while you are recording a message or voice memo. Also, the Caller ID function (see p. 38) may not work properly.

Types of messages that can be recorded

OUTGOING MESSAGE:	Answering machine message
ALT OUTGOING MSG:	Answering message only, used when the recording time is set to 0, the memory is full, or PLAY MESSAGE is selected when the call is disconnected (see p. 38). Caller cannot leave a message.
VOICE MEMO:	See p. 43.
FAXTEL MESSAGE:	Message played when the Fax/Tel mode is set. The fax receives documents automatically and only rings for voice calls.
FORWARDING MSG:	Message played when any new telephone messages are forwarded to a forwarding number.

Recording the outgoing message

1   **Press [Function].**

2   **Use [◀] or [▶] to select MSG REGISTRATION, then press [Start/Copy].**

3   **Use [◀] or [▶] to select OUTGOING MESSAGE.**
You can record an alternative outgoing message, fax/telephone switching message or forwarding message by selecting the appropriate message and then continuing on to steps 4 and 5.

4   **Press [Record] and speak into the microphone to record your outgoing message.**
The remaining recording time is displayed on the LCD.

```
TIME LEFT      19
```

5   **Press [Stop] twice when recording is finished.**

Setting TAM MODE

Setting TAM MODE allows you to receive telephone messages (ICM) and fax transmissions while the fax is unattended.

1   **Press [TAM] to set TAM MODE.**
• When you set TAM MODE, the TAM LED lights up and the outgoing message is played.
• When you cancel TAM MODE, the TAM LED switches off. If you have any new telephone messages, the messages are played automatically.
• To cancel TAM MODE, press [TAM] again.

```
15:00      ▣▣ :00
```

- A maximum of 55 messages, including an outgoing message, alternative message, voice memos, Fax/Tel message and forwarding message, with a total maximum recording time of 10 minutes can be recorded. You can set a maximum recording time of 120 seconds for each telephone message (see below).
- If you have any new telephone messages, the TAM LED blinks and the number of messages appears on the LCD.
- The day and time when the telephone message was recorded, the number of telephone messages and the number of the message being played (ICM No.) are displayed whenever a message is played.

When TAM MODE is set and a call is received, the fax will respond as described below.

1 **The fax will ring 2 or 5 times, when TOLL SAVER is set to ON, depending on whether there are any telephone messages (see p. 42).**
When TOLL SAVER is set to OFF, you can specify the number of times the fax will ring.

2 **The outgoing message is played to the other party.**

3 **If the other party sends a fax after they leave a message, or if the call is a fax call, the fax is received automatically.**

When the fax is set to MANUAL MODE and MAN/AUTO SWITCH has been set to OFF (see p. 51), TAM MODE will be activated if the fax rings 15 times and the call is not answered (only when an outgoing message has been recorded). When the call is disconnected, the fax returns to MANUAL MODE.

Setting the recording time for a telephone message

1 **Press [Function], then press [Start/Copy].**

2 **Use [◀] or [▶] to select TAM SETTINGS, then press [Start/Copy] twice.**

```
30 SECONDS
```

3 **Use [◀] or [▶] to select the recording time, then press [Start/Copy].**

4 **Press [Stop].**
Setting ends and the fax returns to standby mode.

When the recording time is set to 0, the alternative outgoing message is played. If an alternative outgoing message has not been recorded, the outgoing message is played. In this case, there will be no beep after the message is played and the caller will not be able to leave a message.

7

USING TAM MODE (FAX-B840 only)

Setting TAM MONITOR

TAM MONITOR allows you to screen all incoming calls.

> To use this feature, LINE MONITOR VOL (see p. 50) must be set to a setting other than 0. If LINE MONITOR VOL is set to 0, you will not be able to hear any incoming messages as they are being recorded.

1 **Press [Function], then press [Start/Copy].**

2 **Use [◀] or [▶] to select TAM SETTINGS, then press [Start/Copy].**

3 **Use [◀] or [▶] to select TAM MONITOR, then press [Start/Copy].**

OFF

4 **Use [◀] or [▶] to select ON, then press [Start/Copy].**

5 **Press [Stop].**
Setting ends and the fax returns to standby mode.

Setting TOLL SAVER

Setting TOLL SAVER allows you to check whether you have any new messages when you call from a remote location.

1 **Press [Function], then press [Start/Copy].**

2 **Use [◀] or [▶] to select TAM SETTINGS, then press [Start/Copy].**

3 **Use [◀] or [▶] to select TOLL SAVER, then press [Start/Copy] twice.**
• When TOLL SAVER is set to ON and there are telephone messages, the fax will ring twice before answering the call.
• When TOLL SAVER is set to ON and there are no telephone messages, the fax will ring five times before answering the call.

4 **Press [Stop].**
Setting ends and the fax returns to standby mode.

Recording voice memos

Use this feature when you are going out and want to leave a message for another member of the family.
Use the microphone on the operation panel to record your voice memo.
Only one voice memo, 30, 60, or 120 seconds*, can be recorded. If you record a new voice memo when there is already a voice memo recorded, the old voice memo will be deleted.

1 Press [Function].

2 Use [◆] or [➔] to select MSG REGISTRATION, then press [Start/Copy].

3 Use [◆] or [➔] to select VOICE MEMO.

4 Press [Record] and speak into the microphone to record your voice
memo.
The remaining recording time is displayed on the LCD.

```
TIME LEFT     29
```

5 Press [Stop] twice when recording is finished.
The fax returns to standby mode.

```
15:00 ▮·➒ ▦ :00
```

> To play a voice memo, repeat steps 1 to 3 above and then press [Play].

---

* The recording time for a voice memo can be set to the same settings as the recording time for a telephone message. However, if you set 0 as the recording time for each telephone message, voice memo recording time will be set to 30.

Deleting messages

1 Press [Function].

2 Use [◆] or [➔] to select MSG REGISTRATION, then press [Start/Copy].

3 Use [◆] or [➔] to select the type of message you want to delete.

```
FAXTEL MESSAGE
```

4 Press [Delete].
The fax asks you to confirm that you want to delete the message.

```
YES=(*)   NO=(#)
```

5 Press [*] to delete the message.
If you do not want to delete the message, press [#].

> You cannot delete the OUTGOING MESSAGE. The old outgoing message will be automatically deleted when you record your new message.

Playing telephone messages

Telephone messages will be played back in order from the oldest message recorded. If a voice memo has been recorded, it will be played back first.

1 **Press [Play].**
The day and time when the telephone message was recorded, the number of telephone messages and the number of the message being played (ICM No.) are displayed whenever a message is played.

```
SUN 17:15   02/05
```

- Press [◄◄] to listen to the message again. (Repeat)
- Press [►►] to play the next message. (Skip)
- Press [◄◄] twice to play the previous message.
- Press [Stop] to stop playback.
- Press [Delete] during playback to delete a message.
- Use [◄] or [►] to change the volume.

Follow the procedures below to delete all messages.

1 **Press [Delete], then press [✳] to delete all messages.**
- A voice memo is not deleted (see p. 43).
- If you decide not to delete all messages, press [#].

Remote control features

Use these features when you call home to play back any messages you may have received. You can also use the remote control features to set TAM MODE.

You must register a four-digit PIN as your password before you can use these features (see below).

Registering the password for remote control

1 **Press [Function], then press [Start/Copy].**

2 **Use [◄] or [►] to select TAM SETTINGS, then press [Start/Copy].**

3 **Use [◄] or [►] to select PASSWORD, then press [Start/Copy].**

```
PASSWORD    1234
```

4 **Use the numeric buttons to enter a four-digit PIN as your password, then press [Start/Copy].**

5 **Press [Stop].**
Registration ends and the fax returns to standby mode.

Using remote control

1 **Call home.**

2 **The outgoing message will be played.**

3 **Press [#] while the outgoing message is playing. Enter your password when you hear the beeps indicating that you should enter your password.**
When your password is accepted, you will hear a confirmation tone (a short series of beeps).

4 **The fax will now accept remote control commands (see List of remote control commands, p. 46).**
For example, press [1][1][#] to play back any telephone messages you may have received. When playback has finished, press [9][9][#] to end the remote control.

5 **End the remote control and hang up the handset.**

- A password is required to use the remote control features. However, if PIN ENTRY is set to OFF (see p. 53), it is not necessary to enter your password when you use the FORWARDING MSG feature (see p. 47).
- If you enter an invalid password, you will hear an error tone. If you enter two invalid passwords consecutively, the call will be disconnected.
- You should enter a remote command within 20 seconds of entering your password. If more than 20 seconds elapse after you enter your password and you do not enter a remote command, the call will be disconnected.
- The remote control features can be used even when the fax is set to a mode other than TAM MODE.
- In FAX ONLY MODE, the outgoing message will not be played. Press [#] when the call is connected.
- In Fax/Tel mode (FAX/TEL AUTO SW), press [#] while the Fax/Tel message is playing. If you have not recorded a Fax/Tel message, press [#] when the call is connected.
- If MAN/AUTO SWITCH is off, the fax will ring 15 times. Press [#] while the outgoing message is playing. Then, enter your password when you hear the beeps.

7

USING TAM MODE (FAX-B840 only)

■ List of remote control commands

Command	Sub-command*	Description
11#		Play ICM
	4#	Repeat
	6#	Skip
	5#	Stop playback
	9#	Delete
19#		Delete all ICM
20#		Record voice memo
	#	End recording
21#		Play voice memo
	4#	Repeat
	5#	Stop playback
29#		Delete voice memo
31#		Record outgoing message
	#	End recording
32#		Record alternative outgoing message
	#	End recording
33#		Record forwarding message
	#	End recording
34#		Record FAX/TEL switching message
	#	End recording
41#		Play outgoing message
	4#	Repeat
	5#	Stop playback
42#		Play alternative outgoing message
	4#	Repeat
	5#	Stop playback
43#		Play forwarding message
	4#	Repeat
	5#	Stop playback
44#		Play FAX/TEL switching message
	4#	Repeat
	5#	Stop playback
50#		Cancel TAM MODE
51#		Set TAM MODE
60#		Cancel ICM forwarding mode
61#		Set ICM forwarding mode**
89#		Delete voice memo/all ICM messages
99#		End remote control

* Sub-commands are only valid while the command they are linked to is active.
** When no forwarding number has been set, ICM forwarding mode cannot be set. When TAM MODE has not been set, entering this command activates TAM MODE and ICM forwarding mode simultaneously.

Forwarding telephone messages

This feature allows you to automatically forward telephone messages, recorded when the fax is set to TAM MODE, to a registered forwarding number.

You can use remote control to access the forwarding number and listen to your telephone messages.

> • You must register a forwarding number and set TAM MODE before you can use this feature. Remote control cannot be used to set this feature unless a forwarding number has been registered.
> • If you set FWD SETTINGS to ON when a forwarding message has not been recorded, you will hear a tone instead of a forwarding message when telephone messages are forwarded.

Setting the forwarding number

1 **Press [Function], then press [Start/Copy].**

2 **Use [◀] or [▶] to select TAM SETTINGS, then press [Start/Copy].**

3 **Use [◀] or [▶] to select FWD SETTINGS, then press [Start/Copy].**

OFF

4 **Use [◀] or [▶] to select ON, then press [Start/Copy] twice.**

TEL=

5 **Use the numeric buttons to enter the forwarding number, then press [Start/Copy].**

6 **Press [Stop].**
Setting ends and the fax returns to standby mode.

Setting the number of redial times

1 **Follow steps 1 to 5 above.**

2 **Use [◀] or [▶] to select AUTO REDIAL, then press [Start/Copy].**

OFF

3 **Use [◀] or [▶] to select ON, then press [Start/Copy] twice.**

2TIMES

4 **Use the numeric buttons to enter the number of redial times, then press [Start/Copy] twice.**

2MIN.

5 **Use the numeric buttons to enter the redial interval, then press [Start/Copy].**

6 **Press [Stop].**
Setting ends and the fax returns to standby mode.

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USING TAM MODE (FAX-B840 only)

Setting PIN ENTRY

If you set PIN ENTRY setting to ON, it becomes necessary to enter a password when you use forwarding feature (see below).

1 Follow steps 1 to 5 on Setting the forwarding number, p. 47.

2 Use [◀] or [▶] to select PIN ENTRY, then press [Start/Copy].

```
                                              OFF
```

3 Use [◀] or [▶] to select ON, then press [Start/Copy].

4 Press [Stop].
Setting ends and the fax returns to standby mode.

When a forwarded call is received

When FWD SETTINGS is set to ON, telephone messages recorded when the fax is set to TAM MODE will be automatically forwarded to a registered forwarding number.

1 A call is received at the forwarding number.

2 When you answer the phone you will hear your forwarding message.

3 Press [#] while the forwarding message is playing.
If you have not set a forwarding message, press [#] when you hear the tone.

4 Enter your password when you hear the beeps.
• When PIN ENTRY is set to OFF (see above), step 4 is not required.
• If you enter an invalid password, you will hear an error tone. If you enter two invalid passwords consecutively, the call will be disconnected.

5 Any new telephone messages will be played.

6 When playback ends, it will be possible to use the remote control features.
For the remote control features, see pp. 45, 46.

7 Hang up the handset when you have finished.

• **When forwarding is not possible:**
You can set the fax to redial the forwarding number a certain number of times at specified intervals when forwarding is not possible, such as at times when the forwarding number is busy or the phone is unattended. If forwarding is still not possible after the fax redials the forwarding number the specified number of times, the forwarding setting will be temporarily cancelled. However, the fax will dial the forwarding number again when any new telephone messages are received.
• After any recorded messages have finished playing, if and you do not enter a remote command, the call will be disconnected.

8 SETTINGS AND ACTIVITY REPORTS

Selecting a menu

You can customise the way your fax works. Each menu contains settings that control different functions of your fax.

1 **Press [Function], then press [Start/Copy].**

2 **Use [◀] and [▶] to scroll through the menus and select the menu you want.**
You can select the USER SETTINGS, REPORT SETTINGS, TX SETTINGS, RX SETTINGS, PRINTER SETTINGS, SYSTEM SETTINGS, TAM SETTINGS*, or CALLER ID menu (see pp. 49 to 53).

3 **Press [Start/Copy] to access the settings under the menu you selected.**

4 **See the tables on the following pages (see pp. 49 to 53) for guidelines on selecting and registering settings.**
• Use [◀] and [▶] to scroll through the settings.
• To register a setting or access a sub-setting, press [Start/Copy].
• To return to a previous level, press [Function].

5 **Press [Stop].**
Setting ends and the fax returns to standby mode.

> • If at any stage you want to return to standby mode, press [Stop].
> • If you pause for more than 60 seconds while accessing a menu, the fax will automatically return to standby mode.

* FAX-B840 only.

■ USER SETTINGS

Name	Description	Settings
DATE & TIME	Set the date and time (24-hour clock) using the numeric buttons.	–
UNIT TELEPHONE #	Enter your fax number using the numeric buttons.	–
UNIT NAME	This is the name that appears at the top of each fax page you send (see p. 17).	–
TX TERMINAL ID	This option sets the parameters for the identification header that appears on every page you send.	ON/OFF
TTI POSITION	Select the position of the TTI.	INSIDE IMAGE/ OUTSIDE IMAGE
TELEPHONE # MARK	Select the icon for the fax number.	TEL/FAX
SCAN CONTRAST	Set the density of the reproduction.	STANDARD/DARKER/ LIGHTER
OFFHOOK ALARM	Enable/disable the off hook alarm. The alarm alerts you that the handset is not seated properly in its cradle.	ON/OFF

Name	Description	Settings
VOLUME CONTROL	Set the volume of the fax sounds.	–
LINE MONITOR VOL	Set the volume of the line monitor (sound during dialling).	0 (off)/1/2/3
ALARM VOLUME	Set the volume of the error alarm sound.	0 (off)/1/2/3
KEYPAD VOLUME	Set the volume of the keypad.	0 (off)/1/2/3
RX CALL LEVEL	Set the ring tone.	STANDARD/HIGH
TEL LINE TYPE	Set the dialling method the fax uses to match the type of phone line you have.	TOUCH TONE/ ROTARY PULSE
R-KEY SETTING	Set the type of connection for your fax.	PSTN/PBX
PSTN	Your fax is connected to an outside line.	–
PBX	ACCESS TYPE: Set the access line type for the PBX.	PREFIX/HOOKING
	ACCESS NUMBER: If you select PREFIX, you can enter an outside line number of up to 19 digits.	–
AUTO VOICE DIAL	Enable/disable automatic dialling for UCanTalk.	ON/OFF

■ REPORT SETTINGS

Name	Description	Settings
TX REPORT	Enable/disable automatic printing of the transmission report. OUTPUT NO: Turn off the activity report feature. OUTPUT YES: Set the fax to print an activity report every time you send a document. PRINT ERROR ONLY: Print only when an error occurs during sending.	OUTPUT NO/ OUTPUT YES/ PRINT ERROR ONLY
RX REPORT	Enable/disable automatic printing of the reception report. OUTPUT NO: Turn off the activity report feature. OUTPUT YES: Set the fax to print an activity report every time you receive a document. PRINT ERROR ONLY: Print only when an error occurs during receiving.	OUTPUT NO/ OUTPUT YES/ PRINT ERROR ONLY
ACTIVITY REPORT	Enable/disable automatic printing of the activity report.	–
AUTO PRINT	When you set ON, your fax is set to print an activity report for every 20 transactions (sending and receiving).	OUTPUT NO/ OUTPUT YES
TX/RX SEPARATE	Divide the activity management report into sending and receiving transactions.	ON/OFF

■ TX SETTINGS

Name	Description	Settings
ECM TX	Enable/disable error correction during transmission.	ON/OFF
MID PAUSE SET	Set the length of the pause you insert into a dialling sequence.	4 seconds (1 to 15)
AUTO REDIAL	Determine whether the fax will redial a number if it fails to get a response on the first attempt.	ON/OFF
REDIAL TIMES	Set the number of retries.	2 times (1 to 10)
REDIAL INTERVAL	Set the period of time between redialling attempts.	2 minutes (2 to 99)

■ RX SETTINGS

Name	Description	Settings
ECM RX	Enable/disable error correction during reception.	ON/OFF
FAX/TEL AUTO SW	Enable/disable FAX/TEL switchover. When ON, this feature answers calls, and if no fax tone is detected, the fax rings to alert you of an incoming call.	
RING START TIME	Set the duration that the fax listens for a fax tone before starting to ring.	8 seconds (0 to 30)
F/T RING TIME	Set the length of time the fax will ring to alert you of an incoming call.	22 seconds (10 to 60)
DEFAULT ACTION	Select the action taken after the F/T RING TIME expires.	DISCONNECT/ RECEIVE
INCOMING RING	Set the fax to ring when it receives a call.	ON/OFF
RING COUNT	Set the number of incoming rings before the fax answers.	2 times (1 to 99)
MAN/AUTO SWITCH	Determine if the fax switches to document receive mode after the fax rings for a specified time when the fax is in the manual receive mode.	ON/OFF
RING TIME	Set the amount of time the fax will ring before switching to document receive mode.	10 seconds (1 to 99)
REMOTE RX	Enable/disable remote receiving.	ON/OFF
REMOTE RX ID	If you set REMOTE RX to ON, you can select the remote receiving ID.	25 (00 to 99)
MEMORY RX	Turn on/off memory receiving of a document.	ON/OFF

■ PRINTER SETTINGS

Name	Description	Settings
RX REDUCTION	Enable/disable reduction for received documents.	ON/OFF
FIXED REDUCTION	Select the reduction rate.	STANDARD/ A4→LTR/ LGL→LTR
REDUCE DIMENSION	Select reduction in height only or both width and height.	VERTICAL ONLY/ HORIZ & VERTICAL
PAPER SIZE	Select the size of the loaded fax paper.	A4/LGL/LTR

8

SETTINGS AND ACTIVITY REPORTS

■ SYSTEM SETTINGS

Name	Description	Settings
AUTO TEST PRINT	Enable/disable auto test printing whenever the BJ cartridge is replaced.	ON/OFF
RX RESTRICTION	Enable/disable the direct mail preventive function.	ON/OFF
RX CONDITION	WITH SENDER INFO: The fax only receives documents with the TTI. REGISTERED SENDR: The fax only receives documents with the TTI. Also, the phone/fax numbers on the TTI must be registered under one-touch/coded speed dialling on your fax.	WITH SENDER INFO/ REGISTERED SENDR
DATE SETUP	Set the date format.	YYYY MM/DD MM/DD/YYYY DD/MM YYYY
DISPLAY LANGUAGE	Set the language of the LCD messages.	ENGLISH/FRENCH/ SPANISH/GERMAN/ ITALIAN/DUTCH/ FINNISH/PORTUGUESE/ NORWEGIAN/SWEDISH/ DANISH/SLOVENE/ CZECH/HUNGARIAN/ RUSSIAN/POLISH
TX START SPEED	Set the speed at which the fax starts transmitting. Set this to a lower speed if you have difficulties connecting over long distance or noisy lines.	14400bps/9600bps/ 7200bps/4800bps
RX START SPEED	Set the speed at which the fax starts receiving. Set this to a lower speed if you have difficulties connecting over long distance or noisy lines.	9600bps/7200bps/ 4800bps
COUNTRY SELECT*	Set the country.	OTHERS/UK/GERMANY/ FRANCE/ITALY/SPAIN/ HOLLAND/DENMARK/ NORWAY/SWEDEN/ FINLAND/AUSTRIA/ BELGIUM/ SWITZERLAND/ PORTUGAL/IRELAND/ GREECE/LUXEMBOURG/ HUNGARY/CZECH/ RUSSIA/SLOVENIA/ POLAND
SUMMER TIME	Enable/disable the summer time system.	ON/OFF
BEGIN DATE/TIME	Set the beginning of the summer time period.	–
END DATE/TIME	Set the end of the summer time period.	–
	MONTH: Set the beginning/end month.	JANUARY/FEBRUARY/ MARCH/APRIL/MAY/ JUNE/JULY/AUGUST/ SEPTEMBER/OCTOBER/ NOVEMBER/DECEMBER
	WEEK: Set the beginning/end week.	FIRST WEEK/SECOND WEEK/THIRD WEEK/ FOURTH WEEK/ LAST WEEK
	DAY: Set the beginning/end day of the week.	MONDAY/TUESDAY/ WEDNESDAY/THURSDAY/ FRIDAY/SATURDAY/ SUNDAY
	TIME: Set the beginning/end time.	–

*   Only available in some countries.

■ TAM SETTINGS (FAX-B840 only)

Name	Description	Settings
MESSAGE LENGTH	Set the maximum recording time for each recorded message.	0 seconds/30 seconds/ 60 seconds/120 seconds
PASSWORD	Set a four-digit PIN so that you can access the fax from remote locations.	1234 (0000 to 9999)
TOLL SAVER	Setting this feature to ON allows calls to be picked up after 2 rings when you have a new message.	ON/OFF
RING COUNT	If you set TOLL SAVER to OFF, this feature allows you to set the number of times the fax rings.	2 times (1 to 15)
FWD SETTINGS	Allows you to forward messages.	ON/OFF
FWD TEL NUMBER	Forwarding telephone number. A maximum of 40 digits can be entered.	–
AUTO REDIAL	Redial the previously dialled number. REDIAL TIMES: Set the number of retries. REDIAL INTERVAL: Set the period of time between redialling attempts.	ON/OFF 2 times (1 to 10) 2 minutes (2 to 99)
PIN ENTRY	PIN confirmation	ON/OFF
TAM MONITOR	Allows you to screen all incoming calls.	ON/OFF

■ CALLER ID

Name	Description	Settings
CALLER ID	Determine if the fax displays the caller's name and phone/fax number when receiving a call.	ON/OFF
ANONYMOUS*	Allows you to reject anonymous calls.	ON/OFF
	REJECTION METHOD: Set the way the fax rejects calls.	DISCONNECT/ PLAY MESSAGE
SELECTIVE*	Allows you to reject calls from specific numbers. NUMBER TO REJECT (00-09): Set the phone/fax numbers to be rejected. A maximum of 20 digits can be entered.	ON/OFF –
	REJECTION METHOD: Set the way the fax rejects calls.	DISCONNECT/ PLAY MESSAGE
OUT OF AREA*	Allows you to reject out-of-area calls.	ON/OFF
	REJECTION METHOD: Set the way the fax rejects calls.	DISCONNECT/ PLAY MESSAGE
SHOW IN HISTORY?*	Determine if the fax stores the phone/fax numbers for rejected calls.	YES/NO

*   FAX-B840 only.

SETTINGS AND ACTIVITY REPORTS

Activity reports

Your fax keeps track of most of its sending and receiving operations. These operations can be printed out in the form of activity reports that can help you check the dates and times of fax transmissions and whether or not each transaction was successful.

How to print a report

Depending on the type of report, you can have the fax print the report automatically, or you can print it directly. The TX report, RX report, MULTI TX/RX report, and Memory clear report can only be printed automatically. See REPORT SETTINGS (p. 50) on how and when reports are printed automatically.

1 **Press [Function], then press [Report].**

2 **Use [◀] or [▶] to display the type of report you want to print, then press [Start/Copy].**
You can select ACTIVITY REPORT, 1-TOUCH LIST, CODED DIAL LIST, or USER DATA LIST.

Activity report:	Summarises the information for the sending and receiving activities of your fax after 20 transactions. For automatic printing, see ACTIVITY REPORT, p. 50. Transactions in an activity report are listed chronologically.
One-touch speed dialling list:	Lists the numbers and names registered under one-touch speed dialling buttons.
Coded speed dialling list:	Lists the numbers and names registered under coded speed dialling codes.
User's data list:	Lists the current settings of the fax and the registered sender information.
Doc. memory list:	Lists the documents currently stored in the fax's memory (see p. 33).
TX (Transmission) report:	You can set the fax to print an activity report every time you send a document. See TX REPORT, p. 50.
RX (Reception) report:	Normally the fax does not print an activity report for receiving, but you can set the fax to print an activity report every time you receive a document. See RX REPORT, p. 50. You can set the fax to print an activity report only when an error occurs during receiving. See RX REPORT, p. 50.
Multi TX/RX (Transaction) report:	Lists the result of a sequential broadcasting. If you set the fax to print activity reports (TX REPORT) and then use sequential broadcasting, a MULTI TX/RX REPORT will be printed instead of a TX (Transmission) REPORT. See TX REPORT, p. 50.

A memory clear report is printed automatically when power is restored after a power failure. See Memory clear report, p. 67.

9 *SOLUTIONS TO COMMON PROBLEMS*

Clearing jams

Jams in the document tray

When a document jams or misfeeds in the document tray, OPEN COVER and SEE FIG. 1 are displayed on the LCD.

You do not need to unplug the fax when clearing document jams.

**1 Hold down [Start/Copy] for a few seconds.**
• The document will be fed out automatically.
• If the document is not fed out, gently pull the document out of the fax (see below).

Jams in the multi-purpose tray

If paper jams in the multi-purpose tray, CLEAR PAPER JAM is displayed on the LCD.

**1 Gently pull any jammed paper out of the fax as shown,
then press [Stop].**
• Pull it gently in either direction.
• If you cannot pull the paper out, continue with the steps below.
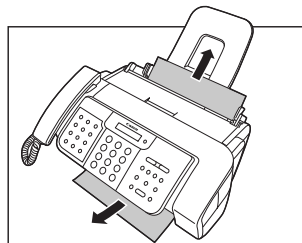
2 Open the document tray.

**3 Gently pull the document guides to remove the gray
cover under the document tray.**

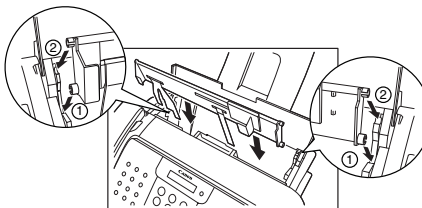**4 Gently remove the jammed paper inside the fax.**
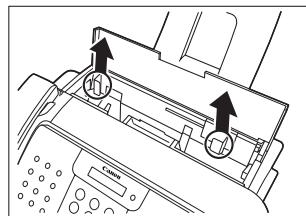
5 Reattach the gray cover to the fax.
Insert the lower tabs ①, then the upper tabs ②, into
the corresponding slots.

6 Press [Stop].
The fax returns to the standby mode.

Periodic cleaning

Your fax requires little periodic maintenance. Please note the following before cleaning:

• Be sure to disconnect the power cord before cleaning the fax. Since documents in memory are erased when the power is disconnected, print any documents stored in memory before disconnecting the power cord (see p. 33).

• Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.

> ⚠ **Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the interior of the fax.**

Cleaning the exterior of the fax

1 **Disconnect the power cord from the fax.**

2 **Wipe the exterior of the fax with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.**

3 **When you are finished, reconnect the power cord.**

Cleaning the interior of the fax

■ Cleaning inside the printer cover

To prevent ink spots and paper dust from accumulating inside the fax and affecting print quality, clean the print area of the fax periodically.

1 **Disconnect the power cord from the fax, then open the printer cover.**

> ⚠ **Do not touch the components or any metal parts.**

2 **Use a clean, soft, dry, lint-free cloth to remove any ink or paper debris from the interior of the fax (shaded area), especially around the four pinch rollers.**
   • Dirt and dust particles that collect on the underside of the printer cover affect the quality of the documents you copy or send.
   • Be careful not to touch the BJ cartridge or its holder.

3 **When you are finished, close the printer cover and reconnect the power cord.**
Be sure to close the printer cover until it locks into place.
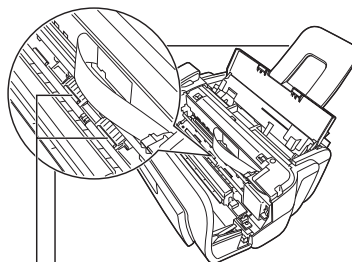
Pinch rollers

■ Cleaning the scanner components

scribble icon
- If the scanner components are dirty, the documents you send or copy will also be dirty.
- Use a soft, lint-free cloth.

⚠ **Do not use tissue paper, paper towels, or similar materials for cleaning.**

1 **Disconnect the power cord from the fax, then open the printer cover.**

2 **While holding the white sheet open, clean the components.**
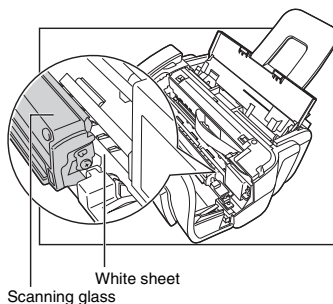Wipe with a clean, soft, lint-free cloth moistened with water, then wipe with a clean, soft, dry, lint-free cloth.

3 **When you are finished, close the printer cover and reconnect the power cord.**
Be sure to close the printer cover until it locks into place.

White sheet
Scanning glass

Testing and cleaning the BJ cartridge print head

The print head in the BJ cartridge contains nozzles through which ink is propelled onto the paper. To maintain the best possible print quality, these nozzles need to be cleaned from time to time. Your fax is equipped with a print head cleaning function that does this.

■ Printing the nozzle check pattern

Before cleaning the print head, you may want to print the nozzle check pattern to test the print head of the BJ cartridge installed in the fax. This test shows if each print head nozzle is operating properly.

1 **Press [Function], then press [Cleaning].**

2 **Use [◀] or [▶] to select NOZZLE CHECK, then press [Start/Copy].**
The fax prints the nozzle check pattern.
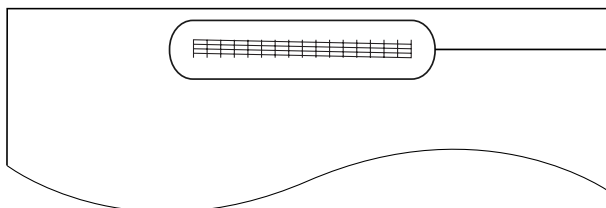
Nozzle check pattern
If the pattern is broken or missing, clean the BJ cartridge print head (see p. 58).

scribble icon Print the nozzle check pattern again after cleaning the BJ cartridge print head to check if cleaning corrected the problem.

■ Cleaning the BJ cartridge print head

If your printouts become faint or streaked, or if their quality otherwise deteriorates, print the nozzle check pattern to see if the print head nozzles are operating properly (see p. 57). If the pattern is broken or missing, clean the BJ cartridge print head.

• To maintain the best possible print quality, clean the BJ cartridge print head from time to time.
• Cleaning the print head consumes a small amount of ink. Cleaning too often reduces the amount of ink in the BJ cartridge.

1 **Press [Function], then press [Cleaning].**

2 **Use [◆] or [◆] to select HEAD CLEANING, then press [Start/Copy].**
The fax cleans the print head.

• You can clean the print head up to five consecutive times if necessary.
• After cleaning, print the nozzle check pattern to check if cleaning corrected the problem (see p. 57).
• If cleaning does not improve print quality, replace the BJ cartridge (see below).

Replacing the BJ cartridge

• Do not replace the BJ cartridge while the fax is printing or performing another operation.
• If you need to unplug the fax, wait until it returns to standby mode (time and receive mode displayed on the LCD). Otherwise the cartridge holder may not be in its home position, causing the BJ cartridge to remain uncapped and dry out.

1 **Make sure the fax is plugged in, then open the printer cover.**

⚠ • **Do not try to manually move or stop the cartridge holder.**
• **Do not touch any metal parts.**

2 **Raise the cartridge lock lever ① on the cartridge holder and remove the BJ cartridge ②.**
• Discard the old BJ cartridge immediately according to the local laws and regulations for disposal of consumables. You may want to place it in a plastic bag to keep any residual ink from spilling.
• Spilled ink can stain any surface; protect yourself and your work area.
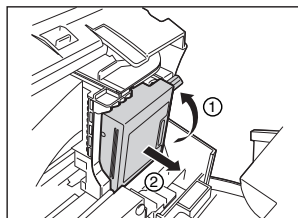
3 **Remove the new BJ cartridge from its package, then remove the orange protective cap ① and tape ②.**
• Discard the cap and tape. Never attempt to reattach them to the BJ cartridge print head.
• Install the BJ cartridge immediately after removing the cap and tape.
• Spilled ink can stain any surface; protect yourself and your work area.
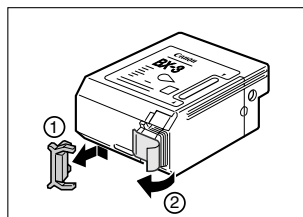
4 | **With the label facing outwards, insert the BJ cartridge into the cartridge holder ①. Lower the cartridge lock lever ② until you hear a click to lock the cartridge in place.**

The yellow post (BJ cartridge guide) should be visible through the slot. The BJ cartridge tilts slightly to the left in the loaded position.

5 | **Close the printer cover.**

If the AUTO TEST PRINT setting (see SYSTEM SETTINGS, p. 52) is set to ON:
The fax automatically prints a test page.
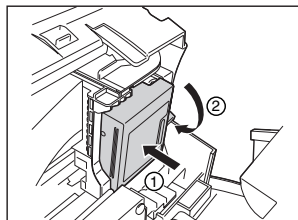The fax prints a test page every time you insert a BJ cartridge.

Troubleshooting

Paper feeding problems

❏ **Paper does not load.**

The multi-purpose tray may contain too many sheets.
• Make sure the paper stack in the multi-purpose tray does not exceed the paper limit mark (▶|) (see p. 9).

Paper may not be loaded correctly.
• Make sure the paper stack is loaded properly in the multi-purpose tray, and that the paper guide is adjusted correctly (see p. 10).

❏ **Paper is loaded skewed. (Printing is skewed.)**

Paper may not be loaded correctly.
• Make sure the paper stack is loaded properly in the multi-purpose tray, and that the paper guide is adjusted correctly (see p. 10).
• Make sure the right edge of the paper stack is aligned with the right side of the multi-purpose tray and the paper guide is aligned with the left edge of the stack (see p. 10).
• Make sure the paper exit path is clear.

❏ **Multiple sheets load into the fax at the same time.**

Paper may not be loaded correctly.
• Make sure the paper stack is loaded properly in the multi-purpose tray, and that the paper guide is adjusted correctly (see p. 10).

Sheets of paper may be sticking together.
• Be sure to fan the paper stack before loading it in the multi-purpose tray. This keeps the sheets of paper from sticking together.

The multi-purpose tray may contain too many sheets.
• Make sure the paper stack in the multi-purpose tray does not exceed the paper limit mark (▶|) (see p. 9).
• Do not exceed the maximum loading capacity of the multi-purpose tray (see p. 68).
• Do not force the paper stack into the multi-purpose tray.

Different types of paper may be loaded in the multi-purpose tray.
• Load only one type of paper.
• Make sure you load paper that meets the paper requirements for the fax (see p. 24).

❏ **Repeated paper jams occur.**

The paper you are using may be causing the jams.
• Be sure to fan the paper stack before loading it in the multi-purpose tray. This keeps the sheets of paper from sticking together.
• Check that the paper you are using and your printing environment are within the specifications of the fax (see pp. 9, 24, 68).

Faxing problems

Sending problems

❏ You cannot send a document.

The BJ cartridge may not be installed properly.
• Make sure the BJ cartridge is installed properly. Do not remove a used BJ cartridge except to replace it with a new one.

The fax may have overheated.
• Unplug the fax and let it cool for several minutes. Then plug it back in and try sending again.

The fax may not be set for the type of telephone line in use (pulse/tone).
• Make sure the fax is set for the correct telephone line type (see p. 12).

The document may not have been loaded correctly into the document tray.
• Remove the document, stack it if necessary, and load it into the document tray correctly (see p. 24).
• Make sure the printer cover is closed.

The one-touch speed dialling button or coded speed dialling code you entered may not be registered for the feature you want to use.
• Check the one-touch speed dialling button or coded speed dialling code and make sure it is registered correctly (see pp. 19, 20).

You dialled or have been provided with an incorrect number.
• Dial the number again, or check that you have the correct number.

The receiving party's fax machine may be out of paper.
• Call the receiving party and ask them to make sure paper is loaded in their fax machine.

There may be other documents being sent from memory.
• Allow time for those documents to finish sending.

An error may have occurred during sending.
• Print an activity report and check for an error (see p. 54).

The telephone line may not be working properly.
• Make sure there is a dial tone when you press [Hook] or when you lift the handset. If there is no dial tone, contact your local telephone company.

The receiving fax machine may not be a G3 fax machine.
• Make sure the receiving fax machine is compatible with the fax (which is a G3 fax machine).

❏ Documents sent from the fax are spotted or dirty.

The receiving fax machine may not be working properly.
• Check the fax by making a copy (see p. 25). If the copy is clear, the problem may be in the receiving fax machine. If the copy is spotted or dirty, clean the scanner components (see p. 57).

The document may not have been loaded correctly into the document tray.
• Remove the document, stack it if necessary, and load it into the document tray correctly (see p. 24).

❏ Cannot send using Error Correction Mode (ECM).

The receiving party's fax machine may not support ECM.
• If the receiving party's fax machine does not support ECM, then the document is sent in normal mode without error checking.

ECM may be disabled.
• Make sure ECM is on (see ECM TX, p. 51).

❏ Errors occur frequently while sending.

The telephone lines may be in poor condition, or you may have a bad connection.
• Lower the transmission speed (see TX START SPEED, p. 52).

Receiving problems

❏ Cannot receive a document automatically.

The fax may not be set to receive automatically.
• For the fax to receive documents automatically, the receive mode must be set to FAX ONLY MODE, FAX/TEL AUTO SW (Fax/Tel mode), or ANS.MACHINE MODE* (see Chapter 6), or TAM MODE** must be set (see Chapter 7). If you have set ANS.MACHINE MODE*, check that an answering machine is connected to the fax and that it is turned on with an outgoing message properly recorded (see p. 36).

The fax may have a document stored in memory.
• Print out any documents stored in memory (see p. 33).

An error may have occurred during reception.
• Check the LCD for an error message (see p. 64).
• Print an activity report and check for an error (see p. 54).

The multi-purpose tray may be empty.
• Make sure paper is loaded in the multi-purpose tray (see p. 10).

The telephone line may not be connected properly.
• Make sure all line connections are secure (see p. 7).

* FAX-B820/B822 only.
** FAX-B840 only.

❏ The fax does not switch automatically between telephone and fax reception.

The fax may not be set to switch automatically between telephone and fax reception.
• For the fax to switch automatically, the receive mode must be set to FAX/TEL AUTO SW (Fax/Tel mode) or ANS.MACHINE MODE* (see Chapter 6), or TAM MODE** must be set (see Chapter 7). If you have set ANS.MACHINE MODE*, check that an answering machine is connected to the fax and that it is turned on with an outgoing message properly recorded (see p. 36).

The fax may have a document stored in memory.
• Print out any documents stored in memory (see p. 33).

An error may have occurred during reception.
• Check the LCD for an error message (see p. 64).
• Print an activity report and check for an error (see p. 54).

The multi-purpose tray may be empty.
• Make sure paper is loaded in the multi-purpose tray (see p. 10).

The sending fax machine may not send the CNG signal that tells the fax that the incoming signal is a fax.
• Some fax machines cannot send the CNG signal that tells your fax the incoming call is from a fax machine. In such cases, you will have to receive the document manually (see p. 36).

* FAX-B820/B822 only.
** FAX-B840 only.

❏ Cannot receive a document manually.

You may have disconnected the call by pressing [Start/Copy] or dialling the remote receiving ID after hanging up.
• Always press [Start/Copy] or dial the remote receiving ID before hanging up the handset, otherwise you will disconnect the call.

❏ Print quality is poor.

You may not be using the correct type of paper.
• Make sure you load paper that meets the paper requirements for the fax (see p. 24).

The BJ cartridge print head may need cleaning.
• Clean the BJ cartridge print head if necessary (see p. 57).

The sending fax machine may not be functioning properly.
• The sending fax machine usually determines the quality of the document. Call the sender and have them make sure their fax machine is clean.

Error Correction Mode (ECM) may be disabled.
• Make sure ECM is on (see ECM RX, p. 51).

❏ Fax does not print.

The BJ cartridge may not be installed properly.
• Make sure the BJ cartridge is installed properly (see p. 11).
• Be sure to remove the orange protective tape from the BJ cartridge before you install it (see p. 11).

The BJ cartridge print head may need cleaning.
• Clean the BJ cartridge print head if necessary (see p. 57).

The BJ cartridge may need to be replaced.
• Determine if the problem is with the BJ cartridge and replace it if necessary (see p. 58).

The document may be set.
• Make sure the document is not set.

❑ **Fax images print blotched or uneven.**

The telephone lines may be in poor condition, or you may have a bad connection.
• Error Correction Mode (ECM) sending/receiving should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again.

The sending fax machine may not be functioning properly.
• The sending fax machine usually determines the quality of the document. Call the sender and have them make sure their fax machine is clean.

❑ **Cannot receive using Error Correction Mode (ECM).**

The sending fax machine may not support ECM.
• If the sending fax machine does not support ECM, then the document is received in normal mode without error checking.

ECM may be disabled.
• Make sure ECM is on (see ECM RX, p. 51).

❑ **Errors occur frequently while receiving.**

The telephone lines may be in poor condition, or you may have a bad connection.
• Lower the reception speed (see RX START SPEED, p. 52).

The sending fax machine may not be functioning properly.
• Call the sender and have them check that their fax machine is functioning properly.

Copying problems

❑ **The fax does not make a copy.**

The BJ cartridge may need to be replaced.
• Determine if the problem is with the BJ cartridge and replace if necessary (see p. 58).

The document may not have been loaded correctly into the document tray.
• Remove the document, stack it if necessary, and load it into the document tray correctly (see p. 24).
• Make sure the printer cover is closed.

The BJ cartridge may not be installed properly.
• Make sure the BJ cartridge is installed properly (see p. 11).

The fax may not be operating properly.
• Print the nozzle check pattern (see p. 57).

❑ **MEMORY FULL appears on the LCD when making multiple copies.**

The fax's memory is full.
• Print or delete any documents stored in memory (see pp. 33, 34) to free up space in the fax's memory, then start again.
• If you have any page fed out without being copied, simply try copying those pages again.
• Change the scanning resolution and try copying again.

The document you are copying may have too many graphics.
• If multiple pages are being copied, separate the pages into smaller stacks. If not, make the desired number of copies one at a time as needed.

For additional troubleshooting, see Print quality problems, p. 63.

Telephone problems

❏ **You cannot dial.**

The telephone line may not be connected properly.
• Make sure all line connections are secure (see p. 7).

The power cord may not be plugged in securely.
• Check that the power cord is plugged securely into the fax and into the wall outlet (see p. 8).
  If the fax is plugged into a power strip, make sure the power strip is plugged in and turned on.

The fax may not be set for the type of telephone line in use (pulse/tone).
• Make sure the fax is set for the correct telephone line type (see p. 12).

❏ **The handset, telephone, or extension phone disconnects while you are talking.**

The power cord may not be plugged in securely.
• Check that the power cord is plugged securely into the fax and into the wall outlet (see p. 8).
  If the fax is plugged into a power strip, make sure the power strip is plugged in and turned on.

❏ **There is interference on the line.**

A mobile phone or cordless phone may be in use near the fax.
• Make sure that mobile phones and cordless phones are not used near the fax.

Print quality problems

❏ **The print quality is not what you expect; print is not clear, is splashed, has missing dots or white streaks.**

The paper you are using may not be supported by the fax.
• Make sure you are using the recommended paper (see p. 24).

You may be printing on the wrong side of the paper.
• Some papers have a "right" side for printing. If the print quality is not as clear as you would like it to be, try turning the paper over and printing on the other side.

The nozzles on the BJ cartridge print head may be clogged.
• Clean the BJ cartridge print head if necessary (see p. 57).

The BJ cartridge may not be installed properly.
• Make sure the BJ cartridge is installed properly (see p. 11).

The BJ cartridge print head may be damaged.
• Determine if the problem is with the BJ cartridge print head (see p. 57) and replace the BJ cartridge if necessary (see p. 58).

❏ **The printout contains blurred or smudged ink.**

The paper you are using may not be supported by the fax.
• Make sure you are using the recommended paper (see p. 24).

You may be printing on the wrong side of the paper.
• Some papers have a "right" side for printing. If the print quality is not as clear as you would like it to be, try turning the paper over and printing on the other side.

General problems

❏ **The fax has no power.**

The power cord may not be plugged in securely.
• Check that the power cord is plugged securely into the fax and into the wall outlet (see p. 8).
  If the fax is plugged into a power strip, make sure the power strip is plugged in and turned on.

The power cord may not be supplying power.
• Check the power cord by substituting with another, or by using a voltmeter to test it for continuity.

❏ **The fax will not print reports.**

The BJ cartridge may need to be replaced.
• Determine if the problem is with the BJ cartridge and replace if necessary (see p. 58).

❏ **Nothing appears on the LCD.**

The power cord may not be plugged in securely.
• Check that the power cord is plugged securely into the fax and into the wall outlet (see p. 8).
  If the fax is plugged into a power strip, make sure the power strip is plugged in and turned on. If the LCD remains blank, unplug the fax, wait five seconds, then plug it in again.

SOLUTIONS TO COMMON PROBLEMS

LCD messages

The following messages are displayed on the LCD when the fax is performing a function or encounters an error.

Message	Cause	Action
AUTO REDIAL	The fax is waiting to redial the receiving number because the line was busy or the receiving party did not answer when you tried to send the document.	Wait for the fax to automatically redial the number. If you want to cancel automatic redialling, press [Stop] (see p. 30).
BUSY/NO SIGNAL	The telephone number you dialled is busy.	Try sending the document at a later time.
	The fax number dialled was incorrect.	Check the fax number and dial again.
	The other party's fax machine is not working.	Contact the other party and have them check their fax machine.
	The other party is not using a G3 machine.	Contact the other party and ask them to send or receive the document using a G3 machine.
	The touch tone/rotary pulse setting on your fax is incorrect.	Set your fax to the setting that matches your telephone line (see p. 12).
	The receiving fax machine did not answer within 55 seconds (after all automatic redialling attempts).	Contact the receiving party and have them check their fax machine. You can try to send the document using manual sending (see p. 27). For long-distance call, add pauses to the registered number (see p. 30).
CARTRIDGE JAMMED	The cartridge holder cannot move. This is normally due to a paper jam.	Clear the paper jam or whatever is obstructing the cartridge holder and then press [Stop] and start again. Do not attempt to move the cartridge holder manually.
CHANGE CARTRIDGE	The BJ cartridge is empty.	Replace the BJ cartridge (see p. 58). The fax will then print automatically any documents received in memory.

Message	Cause	Action
CHECK DOCUMENT	The document is not set in the document tray.	Set the document you are trying to send or copy (see p. 24) and start again.
CHECK PAPER SIZE	The size of the paper in the multi-purpose tray and that specified in the PAPER SIZE setting are different.	Load the correct paper size or change the PAPER SIZE setting (see p. 51).
CHECK PRINTER	There may be an obstruction that is not allowing the cartridge holder mechanism to move.	Check for any obstruction (paper clip, small object, etc.) and also that the orange protective cap and tape are removed from the BJ cartridge. Check also for a paper jam and clear the jam if necessary (see p. 55). Then press [Stop] and start again.
	The BJ cartridge may be defective.	Press [Stop]. Reinstall the BJ cartridge (see p. 11) and start again.
		In either case, if the error does not clear, try unplugging the fax. Wait several minutes, then plug it back in. Also, try replacing the BJ cartridge with a new one (see p. 58).
	The waste ink tank (which holds the ink used for print head cleaning) may be full.	Contact your local authorised Canon dealer or the Canon help line to have the waste ink tank replaced immediately. Clear the paper jam (see p. 55).
	During printing, the BJ cartridge print head may have become too hot.	Allow the fax to cool down. The fax will resume printing when it has cooled down.
CLEAR PAPER JAM	There is a paper jam.	Clear the paper jam (see p. 55) and reload paper in the multi-purpose tray. Press [Stop].
DATA ERROR	An error has occurred and all one-touch speed dialling, coded speed dialling, and user data have been lost.	Press [Start/Copy], then re-register the data (see Chapter 2).
DOC. TOO LONG	The document is longer than 700 mm.	Use a copier to make a reduced copy of the document and then send the copy.
ECM RX	The fax is receiving a document using Error Correction Mode (ECM).	Turn off ECM if you need to receive quickly, or if you know your local lines are in good condition (see ECM RX, p. 51).

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SOLUTIONS TO COMMON PROBLEMS

Message	Cause	Action
ECM TX	The fax is sending a document using Error Correction Mode (ECM).	Turn off ECM if you need to transmit quickly, or if you know your local lines are in good condition (see ECM TX, p. 51).
MEMORY FULL	The fax's memory is full because it has received too many documents, or a very long or detailed document.	Print any documents stored in memory (see p. 33). Then start again.
	The fax's memory is full because you either tried to send too many pages at once, or you tried to send a very long or detailed document.	Free up space in the fax's memory by printing or deleting any documents in memory you no longer need (see pp. 33, 34). If multiple pages are loaded, separate the pages into smaller stacks. If not, try sending the document by direct sending (see p. 27).
MSG DATA LOST	An error has occurred and all voice message data has been lost.	Re-record all answering machine messages, such as the outgoing message and alternative outgoing message (see p. 40).
NO DATA	The one-touch speed dialling button or coded speed dialling code you entered has not been registered.	Register the one-touch speed dialling button or coded speed dialling code (see pp. 19, 20).
NO OGM	The outgoing message has not been recorded.	Record an outgoing message (see p. 40).
REC'D IN MEMORY	The fax received the document in memory because paper or ink ran out, a paper jam occurred, or the incorrect BJ cartridge was installed.	Load paper in the multi-purpose tray (see p. 10), replace the BJ cartridge (see p. 58) or clear the paper jam (see p. 55).
REMOVE DOCUMENT	The document is set while printing.	Remove the document.
TAM MEMORY FULL	Either 55 messages, including an outgoing message, alternative message, voice memos, Fax/Tel message and forwarding message, have been recorded or the total maximum recording time of 10 minutes has been reached.	Listen to your telephone messages and delete any unnecessary messages. Alternatively, erase all telephone messages stored in the fax memory (see p. 43).
TX/RX CANCELLED	You pressed [Stop] to cancel the transmission.	If required, try sending again.
TX/RX NO. *nnnn*	When the fax sends or receives a document, it assigns it a unique identification number (*nnnn*).	Write the number down if you will need it later.

In case of a power failure

The user data settings and registered data for one-touch speed dialling and coded speed dialling are saved during a power failure using a built-in battery*. However, documents stored in the fax memory will be deleted and redial data in the extension phone memory may be lost. If a power failure occurs or the power is turned off, the fax will automatically print a memory clear report as soon as the power is turned on or the power is restored. This report includes a list of the documents that were stored in the memory at the time of power failure.

During a power failure

The following restrictions apply to the function of the fax during a power failure or while the power is turned off:

- You cannot use the fax to make telephone calls. Also, if your fax is connected to a telephone, you may not be able to make telephone calls.
- You cannot send, receive, or copy documents.
- You can receive voice calls only if a telephone, or an extension phone is connected to your fax.

Memory clear report

If you experience a power failure, the documents in the fax memory will be lost.
As soon as power is restored and the fax is turned on again, the fax will automatically print out a list of documents that were stored in the memory at the time of the power failure.

* TAM messages are also saved if the power fails.

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SOLUTIONS TO COMMON PROBLEMS

Specifications

Scanning sheet size:	Width:	Max. 216 mm	Min. 148 mm
	Height:	Max. 700 mm	Min. 105 mm
	Thickness:	Max. 0.13 mm	Min. 0.06 mm

Effective scanning size: Width: (A4): 208 mm

Effective printing size: Width: 203 mm

Transmission time: G3 ECM MMR: Approx. 6 seconds*

Scanning line density:
Horizontal: 8.00 dots/mm
Vertical Standard: 3.85 lines/mm
Vertical Fine: 7.70 lines/mm

Recording method: Bubble Jet printing

Paper tray capacity: Maximum: 50 sheets (75 g/m^2)

Paper type: Plain cut sheet paper (A4/Letter/Legal)
Paper weight: 64 g/m^2 to 90 g/m^2
Paper thickness: 0.09 mm to 0.13 mm

Image memory: Up to 120 A4-size pages* (standard resolution)

Auto dial functions: One-touch speed dialling (Registration for 9 numbers)
Coded speed dialling (Registration for 70 numbers)

Ink cartridge: Canon BX-3 Black BJ cartridge

Cartridge: Capacity: 900 pages*

Power source: 200–240 V/50–60 Hz

Power consumption: Standby: Approx. 3.2 W
Operation: Approx. 8.7 W, maximum 33.1 W

Operating environment: Temperature: 10°C to 32.5°C
Humidity: 20% to 85% RH

Dimensions: 366 mm (W) × 381 mm (D) × 265 mm (H) (including trays)

Weight: Approx. 3.7 kg (with handset)

Specifications are subject to change without notice.

* Based on the Canon FAX Standard Chart No.1, Standard mode.